

# **Friends of the Selinsgrove Community Library**

## **By-Laws**

### **Article I Name**

Section 1. The name of this organization shall be the FRIENDS OF THE SELINSGROVE LIBRARY. (Herein after called FRIENDS.)

Section 2. The organization shall be incorporated as a non-profit charitable organization under the laws of the United States of America and the Commonwealth of Pennsylvania with Sales tax exempt status, with all records and reports required by any governmental agency being maintained by the FRIENDS.

Section 3. This organization shall have as its address the address of the Library itself in 2003; this is One North High Street, Selinsgrove, PA 17870.

### **Article II Purpose**

Section 1. The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments, and bequests to the library; to support and cooperate with the library in developing library services and facilities for the community; to lend legislative support where needed; and 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 in sympathy with its purposes, and to representatives of organizations and clubs when such representation is desired.

Section 2. Each membership shall be entitled to one vote. A majority of members in attendance at a meeting shall constitute a quorum.

Section 3. The fiscal year of FRIENDS shall be January 1 - December 31.

Section 4. Members shall be dropped from membership rolls after one year of nonpayment of dues.

### **Article IV Officers**

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

Section 2. The executive board shall nominate officers at least two months before the annual membership meeting. The nominations shall be submitted in writing to the membership with the consent of the nominee at least two weeks prior to the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

Section 3. Officers shall be elected by a majority vote of those present at the annual meeting for the term of two years.

Section 4. An officer may not succeed him/herself, but may be elected to that office after an absence of one year.

#### **Article V. Duties of Officers**

Section 1. President: To preside over and conduct meetings and to appoint all committees and be an ex-officio member thereof, except the nominating committee.

Section 2. Vice-President: To perform the duties of the president in the absence of the president and serve as a liaison to the Snyder County Library Board of Directors.

Section 3. Treasurer: To keep and maintain the financial records of the organization.

Section 4. Secretary: To record attendance at all meetings, to take the minutes of all meetings; to keep a list of the membership, together with their addresses, to notify the members of time and place of meetings, and to conduct the correspondence of the organization.

#### **Article VI. Executive Board**

Section 1. The executive board shall consist of the officers of the organization and the chairmen of all standing committees. The librarian shall serve as the ex-officio member of the executive board.

Section 2. The executive board shall have the authority to appoint committees consistent with the purposes of this organization.

Section 3. Meetings of the executive board shall be held monthly. The president may call special meetings.

Section 4. A majority of the executive board shall constitute a quorum.

Section 5. Any board member who fails to attend three consecutive meetings of the executive board, whether regular or special meetings without a just excuse as determined by the executive board shall be deemed to have automatically resigned from the executive board, and from any office he/she may hold, without notice or demand, and the vacancy so created shall be filled by appointment of the president.

#### **Article VII. Meetings**

Section 1. An annual meeting shall be held on a date in the month of December to be determined by the executive board. Members should be notified in writing at least two weeks prior to the date of the meeting.

Section 2. A special meeting of this organization may be called at any time by the executive board.

## **Article VIII Dues**

Section 1. Dues shall be payable annually and shall become due on the day of the annual meeting for the following fiscal year.

1.	Student/Senior	\$5.00
2.	Individual	\$10.00
3.	Family	\$20.00
4.	Contributing	\$50.00
5.	Corporate	\$100.00
6.	Life	\$200.00

## **Article IX Funds and Liability**

Section 1. All funds shall be deposited in the account of FRIENDS of the Selinsgrove Community Library and shall be disbursed by the Treasurer upon the authorization of the Executive Board for any amount over \$25.00.

Section 2. An auditor, not an officer, appointed by the executive board shall audit the books, prior to the annual meeting.

Section 3. No member of this organization shall be held personally liable financially in connection with any of its undertakings.

Section 4. The organization's liabilities shall be limited to its common funds and assets.

Section 5. Neither the Executive Board nor the officers shall have any authority to borrow money or incur an indebtedness or liability, other than the current expenses, in the name of or on behalf of this organization, unless approved by a two-thirds vote of the members, present and voting.

Section 6. No contract shall be entered into and no obligation shall be incurred beyond the amount on hand or, in the bank after deduction therefrom, or providing for, the total of all unpaid accounts and unpaid obligations and liabilities.

## **Article X Amendments**

Section 1. Amendments to these by-laws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place.

## **Article XI Parliamentary Procedure**

Section 1. *Robert's Rules of Order Revised*, when not in conflict with these by-laws shall govern the proceedings of this organization.

## **Article XII Dissolution of Organization**

Section 1. In the event that FRIENDS is to be dissolved, all of the remaining assets and property of the organization shall, after necessary expenses thereof have been paid, be distributed to the Selinsgrove Community Library or its successor, or to such organizations as shall qualify under Section 501©(3) of the Internal Revenue Code, or corresponding provisions of any subsequent federal tax laws; or to the federal government, or to a state or local government, for a public purpose.

## **Article XIII Re-formation**

Section 1. The by-laws of the Friend of the Selinsgrove Community Library shall become binding and effective pursuant to the Articles as written upon the signing below by at least five (5) organizers.

Dated May 22, 2003.

Note: Signatures available on original by-laws document. Audrey K. Wolfberg, Carol Bull, Linda Wieder, Joyce Bilger, Gloria Fultz, Grace Housley, Pat Reiland Hess, Pat Rock.