

*Friends of the  
Jefferson-Madison Regional Library*

**BYLAWS**

**Article I – NAME AND FISCAL YEAR**

**Section 1**

The name of the organization shall be the Friends of the Jefferson-Madison Regional Library.

**Section 2**

The fiscal year shall be July 1 to June 30.

**ARTICLE II – PURPOSE**

**Section 1**

The purposes for which the organization is formed are exclusively charitable and educational.

- a. To maintain an association of persons interested in the welfare of the Jefferson-Madison Regional Library.
- b. To focus public attention on the library.
- c. To stimulate the use of the library's resources and services.
- d. To receive and encourage gifts, endowments, and bequests to the library.
- e. To support and cooperate with the library in developing library services and facilities for the community.

**ARTICLE III – MEMBERSHIP**

**Section 1**

Membership in this organization shall be open to all individuals in sympathy with its purposes, and to organizations and clubs by duly constituted act of the Board.

## **Section 2**

Full membership shall be obtained and maintained by persons aged 18 years or older either by:

- a. Paying annual membership dues; or,
- b. Making a donation in kind of time.

## **Section 3**

Individual full membership may be obtained by eligible members of a family paying membership dues by declaring the number of memberships required and paying the minimum membership dues for each member.

## **Section 4**

Individual full membership shall be for one year, commencing:

- a. For members paying dues: from the date of payment of the last dues, which date shall be deemed the date of the check or other instrument, or if in cash, the date received by the Friends.
- b. For members donating time: from the initial date leading to qualification by time.

## **Section 5**

Full members whose membership is current shall be entitled to one (1) vote.

## **Section 6**

Associate (non-voting) membership shall be open to persons aged thirteen years or older who would otherwise qualify for full membership under Section 2b of this article.

# **ARTICLE IV – OFFICERS AND BOARD MEMBERS**

## **Section 1**

The officers of the organization shall be the president, vice president, treasurer, recording secretary, and corresponding secretary. There shall be thirteen (13) Board members from among whom the officers are elected.

## **Section 2**

Board members shall be paid-up full members of the organization and shall derive their individual board voting rights by valid current membership and election to the Board.

## **Section 3**

A nominating committee of not less than three members who are appointed by the Board shall nominate officers and Board members. The nominations shall be submitted in writing to the membership at least two (2) weeks prior to the annual meeting. Additional nominations may be made from the floor at the time of the election provided written consent of the nominee has been obtained.

## **Section 4**

Officers and Board members shall be elected by majority vote of those members present at the annual meeting. The term of office for all Board members shall be two (2) years and shall begin immediately upon conclusion of the election. The term of office for officers shall be one (1) year and shall begin at the conclusion of the annual meeting in which they were elected.

No Board member shall be eligible to serve more than four (4) consecutive terms of two (2) years each. If a member is elected to fill an unexpired term, that Board member shall be eligible for election to four (4) full, successive terms. An exception to the four-term policy can be made for extenuating circumstances if approved by a two-thirds (2/3) majority vote of those Board members present at the annual meeting.

No officer shall occupy the same office for more than four successive terms (4 years), but is eligible for reelection to such office after a break of two years. An exception to the four-term policy can be made for extenuating circumstances if approved by a two-thirds (2/3) majority vote of those Board members present at the annual meeting.

Six (6) of the thirteen Board members shall be elected in even numbered years and the remaining seven (7) of the 13 Board members shall be elected in odd numbered years. Each year the offices of president, vice president, treasurer, recording secretary, and corresponding secretary shall be elected from among the 13 Board members.

A member of the Board may be removed for misconduct or neglect of duty by a majority vote of Board members present at a regularly scheduled meeting at which there is a quorum.

### **Section 5**

Midterm vacancies shall be filled by election by the Board members until the next regular election. A partial term shall not be deemed a term for the purposes of Section 4 of this Article.

## **ARTICLE V – DUTIES OF OFFICERS AND BOARD MEMBERS**

### **Section 1**

President: The president shall preside over and conduct meetings of the Board and of the general membership meeting and shall appoint committee chairs and members thereof except the nominating committee, or as limited herein. The president is an ex officio member of all committees except the nominating committee.

### **Section 2**

Vice President: the vice president shall be Chair of the Publicity and Public Relations Sub Committee. This officer shall also perform the duties of the president in the absence of the president as well as carrying out other responsibilities as mutually agreed upon.

### **Section 3**

Treasurer: the treasurer shall receive and disburse funds as directed, keep and maintain the financial records, and prepare or arrange preparation of the necessary reports thereof, including an annual audit and associated reports.

### **Section 4**

Secretaries: The recording secretary shall keep a permanent record of the minutes of all meeting of the Board of Directors and of the annual membership meeting and shall maintain such other records as the president may direct.

The corresponding secretary shall conduct such correspondence as the Friends may require and the president may direct.

## **Section 5**

Board members: Board members have the power and duties necessary for the administration for the affairs of the Corporation. Board members may serve as chairs of committees.

## **ARTICLE VI – BOARD MEMBERS**

### **Section 1**

Board: A governing board consisting of all elected officers and board members shall be charged with the management of the affairs of the organization.

This board shall meet at regular intervals at least four times a year. A simple majority shall constitute a quorum. Special meetings may be called by the president.

The Library Director and paid staff are members ex officio without vote.

## **ARTICLE VII – COMMITTEES**

### **Section 1**

The president may appoint such committees as may from time to time seem proper, except the nominating committee.

## **ARTICLE VIII – MEETINGS**

### **Section 1**

An annual meeting shall be held each June. Members shall be notified in writing at least two weeks prior to the date of the meeting.

### **Section 2**

An annual membership meeting shall be held each June. Members shall be notified in writing at least two weeks prior to the date of the meeting.

### **Section 3**

A quorum shall be the number of members present at a membership meeting.

## **ARTICLE IX – DUES**

### **Section 1**

The Board shall be empowered to fix dues, the payment period, and the classes of contribution.

## **ARTICLE X – AMENDMENTS**

### **Section 1**

Amendments to these bylaws 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 prior to the meeting. Such notice shall contain the text of the proposed change, but the text may be changed by a motion and two-thirds vote from the floor.

## **ARTICLE XI – PARLIAMENTARY PROCEDURE**

### **Section 1**

Robert's Rules of Order, Revised, when not in conflict with these bylaws, shall govern the proceedings of this organization.

Adopted: June 27, 2002. Revised June 14, 2012. Revised January 19, 2017.  
Revised June 20, 2019.