

## **By-laws of the Friends of the Grand Island Memorial Library**

### ARTICLE I - MEMBERSHIP

Section 1 Application - A candidate for membership shall make application upon a prescribed application blank, accompanied by dues for the type of membership for which application is made.

Section 2 Admission - An applicant shall become a member of the organization upon completion of the application blank and submission of dues.

#### Section 3 Classes of Membership and Dues

- A. Individual - Individual membership shall be granted upon payment of annual dues. Each member shall be entitled to all the privileges, and to any services, provided by the organization. The power to vote, hold office or serve as a Director shall be reserved to Grand Island members over 18 years of age.
- B. Family - Family membership shall be granted to the first two adult members living together in a single household upon submission of annual dues. Voting privileges and the holding of office shall apply as in Article I, Section 3.A.
- C. Individual Life- Individual life membership shall be granted to any individual fulfilling membership requirements, who shall make a single payment of an amount to be determined by the Board of Directors. Such member thereafter for life will be entitled to all of the privileges of an individual member.
- D. Family Life - Family life membership shall be granted to the first two adult members living together in a single household fulfilling membership requirements, who shall make a single payment of an amount to be determined by the Board of Directors. Such members thereafter for life will be entitled to all of the privileges of a family membership.
- E. Supporting Membership - Supporting membership is open to any business, institution, or individual wishing to contribute financial support to the organization. Institutions or business shall have no voting rights.

- F. Honorary - Honorary membership may be granted by the Board of Directors on its own motion and without the necessity of submission of an application, to any person who has rendered outstanding service of a cultural, educational or philanthropic nature to the organization, library, or to the community. An honorary member shall have all the privileges of membership except the right to vote, hold an office or serve as a Director.
- G. Charter members - All persons becoming members of the organization prior to the adoption of the original by-laws shall be designated as Charter Members.
- H. Dues - The dues of members of the organization shall be set forth by action of the membership at a General Membership meeting.

## ARTICLE II - BOARD OF DIRECTORS

Section 1 The Board of Directors shall consist of six duly elected members plus the President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary.

Section 2 Term of office - The term of office of each director shall be two years. The term of three of the directors will expire in even numbered years, the other three in odd numbered years.

Section 3 The Nominating Committee shall submit candidates' names to the Board of Directors at least 2 weeks prior to the annual meeting. The list of nominees shall be included in the notice of the annual meeting as posted and published.

Section 4 Election – Election shall be by secret ballot unless there is only one candidate for an office, in which case the election may be by acclamation or a unanimous vote cast by the secretary.

Section 5 Duties - The Board of Directors shall have general management of the affairs and property of the organization, including membership extension, development of income and attainment of the objects and aims of the organization.

Section 6 Vacancies - Whenever any vacancy shall occur, the President can appoint a member to fill the unexpired term with approval of the Board.

### ARTICLE III - MEETINGS OF OFFICERS AND BOARD OF DIRECTORS

Section 1 Regular meetings - The Board of Directors shall meet at the call of the President or upon request of the majority of the Board of Directors.

### ARTICLE IV - DUTIES AND RESPONSIBILITIES OF OFFICERS

The duties and responsibilities of the officers shall be as follows:

#### PRESIDENT

- A. To serve as an official representative of this organization in its contacts with governmental, business, professional, civic and other organizations for advancing the purposes and policies of the organization.
- B. To preside at all meetings of the membership and the Board of Directors.
- C. To sign all documents on behalf of the organization.
- D. To duly authorize orders on the Treasury.
- E. To appoint the chairman of all committees, subject to the approval of the Board.
- F. To be an ex-officio member of the committees with the exception of the Nominating Committee.
- G. To act as liaison between the Friends of the Grand Island Memorial Library, the Grand Island Memorial Library and its Board of Trustees.
- H. To enforce the by-laws.

#### VICE-PRESIDENT

- A. The vice-president shall have all the powers and perform all the duties of the President in his/her absence.
- B. To be responsible for public relations for the organization.
- C. To develop and carry out any necessary programs.
- D. To assist the President as requested.

- E. The vice-president shall succeed to the Presidency in case of death or the inability of the-President to perform his/her duties

#### RECORDING SECRETARY

- A. To keep accurate minutes of the proceedings of the General Membership and the Board of Directors and report as required.
- B. To be the custodian of the records, books/ papers and other documents and property belonging to the organization.
- C. To countersign all citations, certificates, testimonials and as required, to attest to all official documents of the organization.
- D. To have accessible at all meetings, a copy the Constitution and by-laws, complete with amendments or revisions.
- E. To deliver promptly all books, letters and records held by him/her to his/her successor in office.

#### CORRESPONDING SECRETARY

- A. To be responsible for correspondence which may include meeting notifications cards, acknowledgment cards, written correspondence as requested by the Board and response to correspondence received.
- B. To coordinate the preparation of the Friends of the Grand Island Memorial Library Newsletter, to be distributed to all members.

#### TREASURER

- A. To submit an annual budget to the General Membership for their approval, the budget being drawn up by a committee formed by the President.
- B. To collect all monies due the organization from any source whatever.
- C. To serve as custodian of all monies, securities and deeds belonging to the organization, all monies to be held, invested and disbursed, and hold, invest and disburse all documents to be dealt with according to the directions of the General Membership.

- D. To submit a detailed report at each regular meeting of the General Membership, setting forth in detail all obligations incurred, bills received, the various amounts of money received and paid, and the dates of such receipts and payments.
- E. To close the books at the end of the fiscal year and cooperate in an audit of these books with a committee appointed by the President.

Section 5 Vacancies - a vacancy in any office, other than the President shall be filled by the President with the approval of the Board of Directors.

Section 6 Attendance - Regular attendance of Board Members is expected. Absence with no sufficient reason and after due consultation shall be considered equivalent to resignation.

#### ARTICLE V COMMITTEES

Section 1 Chairman of all Committees shall be appointed by the President.

Section 2 Committees - The Chairman of each committee shall appoint members of each committee in consultation with the President.

Section 3 Standing Committees - There shall be the following standing committees (convened as necessary):

- A. Nominating - The-Nominating Committee shall consist of not more than three (3) members, whose duties shall be to name candidates for the Board of Directors and Officers. The Committee shall be appointed at a Board of Directors meeting prior to the Annual Meeting.
- B. Auditing - This committee shall audit the books of the organization after the close of the fiscal year and report to the Board of Directors at its next meeting.
- C. Membership - This committee shall carry out a plan for obtaining members for this organization, issue membership cards and maintain membership list.

Section 4 Recommended Committees - The following committees are suggested; other committees may be appointed by the President as necessary.

- A. Historian – Responsible for collecting articles, photographs and other documents relating to the Friends Organization and the maintenance of the Friends Scrap Book.
- B. Hospitality – This committee shall make plans for welcoming members and guests at functions and have responsibility for the refreshments at any function at which the Board deems it necessary to have such hospitality.
- C. Used Book Donation Management - The committee chairman is responsible for maintaining control of the used book donations that will be sold during the Friends Used Book Sale. This will generally involve devising a schedule of volunteers to sort and box books as they are donated by the community.
- D. Enrichment Programs - The committee chairman is responsible for investigating possible programs and presenting findings to the Board for consideration.

#### ARTICLE VI - AMENDMENT

These By-laws may be amended at any meeting of the General Membership provided that notice of proposed amendments has been given to the membership at least ten days prior to the meeting or the amendment has been proposed at the preceding General Membership meeting.

A vote of a majority of those members present and voting, a quorum being present, shall be required for adoption of any amendment to these By-laws.

ARTICLE VII - FISCAL YEAR - The fiscal year of the organization shall be from June 1 to May 31.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern this Organization in all cases in which they are applicable and not inconsistent with these By-laws.

ARTICLE IX – CONFLICT OF INTEREST

All Board Members and Officers shall abide by the Conflict of Interest Policy adopted by the Board and as amended from time to time. A committee of three Board Members and/or Officers shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy.

Adopted at General Meeting  
May 14, 2015

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Mary Cooke, President

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Nancy Vizzi, Vice-President

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Grace Kammerer, Recording Secretary

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Liz Engel, Corresponding Secretary

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Jill Banaszak, Treasurer