

By-Laws for Friends of Hamilton Public Library

Approved April 19, 2012

Revised and Approved September 15, 2016

Article I Name

Section 1. The name of this non-profit 501(c)(3) organization is Friends of Hamilton Public Library.

Section 2. For marketing and fundraising purposes this organization may also be referred to the following names or others, as determined by the funding priorities set forth by the membership: Friends of HPL, Friends of the Library, FOL, specific building or renovation projects.

Article II Purpose

Section 1. Through advocacy, funding, and volunteer support, The Friends of Hamilton Public Library works closely with the Hamilton Public Library Board, so that the library lives out its mission as our community's leading resource for information, recreation, and discovery.

Section 2. The purpose of this organization is to maintain an association of library supporters; to heighten awareness of library services and facilities; to promote public support for the enhancement of library resources; to develop supplemental funding for the library; and to provide, sponsor and/or support programs and services that further library objectives.

Article III Membership

Section 1. Membership in this organization is open to all individuals and families in sympathy with its purposes, and to representatives of organizations, businesses, clubs or others when such representation is desired.

Section 2. Any member whose dues are current is entitled to one vote

Article IV Board of Officers

Section 1. The Board of officers of this organization are president, secretary and treasurer.

Section 2. Officers are elected by majority vote of members present at the September meeting for a term of one year.

Section 3. Officers are nominated from the floor providing the nominee consents to their name being put forward. If no nominee accepts, a nominating committee consisting of

the serving officers will canvass the membership and return a slate of candidates at the next meeting.

Section 4. Officers are elected by voice vote unless there is more than one nominee for a single position, in which case written ballots are used.

Section 5. Officers are permitted to hold only one office concurrently.

Section 6. Should an office become vacant during the course of the year, the remaining officers can appoint another member to serve out the remainder of the vacant term.

Section 7. In rare instances where financial decisions need to be made outside of the Friends of Hamilton Public Library monthly meetings, approval may be obtained through a unanimous vote of the three officers via an in-person or an email meeting.

Article V Duties of the Board of Officers

Section 1. President: Presides over and conducts the meetings, plans meeting agendas, appoints all committees, and is an ex-officio member thereof, except as limited herein.

Section 2. Secretary: Posts notice of FOL meetings; records attendance at all meetings; assists with meeting announcements; takes the minutes of all meetings; distributes minutes to members prior to the next meeting; and conducts the correspondence of the organization.

Section 3. Treasurer: Keeps list of the membership together with their contact information; and maintains the financial records of the organization including IRS tax filing and other non-profit governmental documentation. Treasurer presents a financial report at each monthly meeting which includes month-to-date and year-to-date totals, as well as details of sub-accounts as mentioned in these bylaws plus such other reports as requested by a majority of the members present.

Section 4. Any officer present may assume the duties of the president or other officer in the absence of that officer, or appoint a member to fill the position, and perform other duties as required.

Article VI Public Relations Coordinator

Section 1. A public relations coordinator (PRC) is a FOL member elected by majority vote of members present at the September meeting for a term of one year.

Section 2. PRC is elected by voice vote unless there is more than one nominee for the position, in which case written ballots are used.

Section 3. PRC is nominated from the floor providing the nominee consents to their name being put forward. If no nominee accepts, a nominating committee consisting of the serving officers will canvass the membership and return a slate of candidates for consideration at the next meeting.

Section 4. Should the position become vacant during the course of the year, the officers can appoint another PRC to serve out the remainder of the vacant term.

Article VII Duties of Public Relations Coordinator

Section 1. Under the direction of the president and event chairs, PRC creates, implements and maintains the FOL public information, marketing, and organizational communication programs.

Section 2. PRC recruits volunteers outside of the FOL membership for FOL events as needed.

Section 3. PRC reports to the FOL President and event chairs and works closely with members.

Section 4. While the PRC position is not an officer, it is a key member of the FOL leadership team.

Article VIII Meetings

Section 1. Meetings are held at least once each month from September to May at the meeting space of the library or other location as agreed to by a majority of the members present and voting. Notice of all meetings are posted by the FOL Secretary in the Hamilton Public Library building, the HPL Friends' webpage, as well as in the Hamilton Herald News.

Section 2. Each year, the September meeting serves as the annual meeting where the election of officers is held. Newly elected officers assume office immediately upon election.

Section 3. A special meeting can be called, at any time, by the FOL officers.

Section 4. The members present constitute a quorum, provided at least two officers are present.

Article IX Dues

Section 1. The cost of dues is reviewed, updated and approved annually as needed by the membership.

Section 2. Dues are payable by members annually. Membership campaigns occur near the September meeting

Article X Finances

Section 1. Monies received from memberships, projects, gifts, and memorials are used to further the purposes of the Friends.

Section 2. All funds of the Friends are deposited to the credit of the Friends of Hamilton Public Library.

Section 3. Any expenditure from these funds are approved as follows: over \$100 shall be approved by a majority vote of the members present and voting; between \$ 50.00 - \$100 may be approved by both the President and the Treasurer; and the Treasurer may authorize expenditures under \$50.00.

Section 4. In rare instances where financial decisions need to be made outside of the Friends of Hamilton Public Library monthly meetings, approval may be obtained through a unanimous vote of the the three FOL officers via an in-person or an email meeting.

Section 5. No part of the revenues of the Friends shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Friends are authorized and empowered to pay reasonable compensation for services rendered and to reimburse members for expenditures on behalf of the Friends or the Hamilton Public Library which have received prior approval.

Section 6. The Friends of Hamilton Public Library may establish sub-accounts through which to track different funds within their control.

Section 7. The Friends of Hamilton Public Library fiscal year correlates to the calendar year beginning on January 1st and ending on December 31st.

Article XI Conflict of Interest

Section 1. Any member who has a financial interest in any contract, acquisition, or other transaction involving \$250 or more in which Friends of the Hamilton Public Library are the contracting or purchasing party must declare that interest prior to any negotiation or contract and recuse themselves from any involvement in the transaction. Failure to comply with this provision shall result in termination from the FOL and other penalties, if applicable.

Article XII Amendments

Section 1. Amendments to the by-laws may be made at any meeting of the membership by two-thirds vote of those present.

Article XIII Dissolution of Organization

Section 1. In the event of the dissolution of this organization, all money in the treasury and any other equipment or property of the Friends shall be donated to Hamilton Public Library.

Article XIV Parliamentary Procedure

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

End of Bylaws

Please join Friends of the Library today. The Friends of Hamilton Public Library is a nonprofit 501(c)(3) organization dedicated to promoting the services and needs of the public library.

Members lend support through annual donations, honoraria, bequests, the sale of their Hamilton County vintage calendar and other publications as well as taking an active role at the annual "Books & Butts" and holiday market used book sales, Christmas event auction, children's bookmark contest and ceremony, and other library activities.

APPROVED AND ADOPTED BY THE MEMBERSHIP OF FRIENDS OF THE HAMILTON PUBLIC LIBRARY, ON THIS DAY OF 9/15/16

PRESIDENT Kate Edwards

SECRETARY Shirley Smith

TREASURER Mildred C. Sargent

MEMBER T. C. Adams

MEMBER Susan Parsons

MEMBER Ann Davidson

MEMBER John H. Jansen

MEMBER Shirley Smith

MEMBER Donna Smith

MEMBER Mich HLP