



BY-LAWS of the FRIENDS OF THE CAMPBELL COUNTY PUBLIC LIBRARY

ARTICLE I – MEMBERSHIP AND DUES

Categories of Friends membership and dues shall be determined by the Board of Directors.

ARTICLE II – MEETINGS

Section 1. The Friends Annual Meeting shall be held at a time and place fixed by the Board. Notice of Annual Meeting shall be sent to the last known postal address or electronic mail (“email”) address of each member as shown in the records and shall be mailed at least two (2) weeks prior to the Meeting. If the above is not possible, other notification methods will be employed, such as library outdoor signs, library-wide newsletter, Friends web site, etc.

- A. There shall be regular meetings of the Friends Board of Directors, scheduled at a regularly called meeting. However, the President may schedule additional meetings of the Board as often as necessary to manage the affairs of the Friends. In case of urgent business requiring immediate action, the President can poll the members of the Board via phone, email, or other methods.
- B. There shall be an Annual Meeting of the Friends membership at large and others who wish to attend.

Section 2. A majority of the Friends Board of Directors present at any meeting shall constitute a quorum.

ARTICLE III – BOARD OF DIRECTORS

Section 1. The members of the Friends Board of Directors shall consist of six (6) Officers and three (3) members at large.

Section 2. The Directors shall be elected from and by the general membership of the Friends at an Annual Meeting on even numbered years. Directors shall serve a four-year term. Each Director may serve a maximum of two (2) consecutive full terms. The terms of the Directors shall be staggered so that no more than four (4) Directors' and no more than two (2) Officers' terms end in a single year.

Section 3. Failing to attend three (3) officially called meetings in a single calendar year will be considered an automatic resignation.

Section 4. The business, property, and affairs of the Friends shall be managed by the Board.

Section 5. Every two (2) years on even numbered years, the Board shall hold an election of Officers. Each Officer shall hold office for a two-year term and until a successor is elected and qualified. Officers may serve a maximum of two (2) consecutive full terms.

Section 6. Mid-term vacancies on the Friends Board shall be filled by appointment by the President and a majority vote of the remaining Board of Directors. Appointed Directors shall complete the unfulfilled term of the departing Director and are eligible to be elected for up to two (2) subsequent full terms. Elected Directors may fill vacated officer positions by the same method, will fulfill the remaining term of the departing Officer, and may be elected for up to two (2) subsequent full terms.

ARTICLE IV – OFFICERS AND COMMITTEES

Section 1. The Officers shall be a President, a Vice President, a Treasurer, a Secretary, a Membership Officer, and a Book Sale Coordinator. The term shall be for two (2) years, beginning January 1. The Officers may serve a maximum of two (2) terms consecutively.

Section 2. The President shall preside over and conduct all meetings, appoint all committees, and be ex-officio member of all committees.

Section 3. The Vice President shall perform the duties of the President in the absence of the President and shall act as an aid to the President.

Section 4. The Treasurer shall keep and maintain the Friends financial records as well as all business transactions, and report at each meeting those transactions as well as the current financial status.

Section 5. The Secretary shall record attendance at meetings of the Friends Board of Directors and at the Annual Meeting, take/distribute the minutes of each meeting, and conduct and/or maintain files of all correspondence including notices of meetings.

Section 6. The Membership Officer shall keep a current list of the Friends membership in the established format, will assist with publicity for Friends events such as programs and book sales, and will work with the library's public relations manager as needed.

Section 7. The Book Sale Coordinator shall plan regular and, as deemed necessary, special book sales for the Friends throughout the year.

ARTICLE V – AMENDMENTS

These by-laws may be amended at any properly called meeting of the Friends Board of Directors, upon a majority of the Directors present and voting, providing the proposed amendment has been included in the notice of the meeting.