

BYLAWS OF
THE FRIENDS OF CARBONDALE PUBLIC LIBRARY

Article I

The name of this organization shall be the Friends of Carbondale Public Library.

Article II

Purposes

It is recognized that the administration of the Carbondale Public Library is vested in the Library Board of Trustees.

The purpose of this organization shall be:

- to raise funds in support of the Carbondale Public Library;
- to maintain an association of persons interested in the library;
- to focus public attention on library services, facilities, and needs;
- to stimulate gifts of books and desirable collections;
- to stimulate donations, endowments, and bequests to the library;
- to support and cooperate with the library in developing its services and facilities for the use of the community; and
- to support the library's efforts to promote its mission and values.

Article III

Membership

Section 1. Membership in this organization shall be open to all individuals who support the purposes of the Friends of Carbondale Public Library. The annual dues and categories of membership shall be determined by the Board of the Friends of Carbondale Public Library.

Section 2. Each member at any Friends meeting shall be entitled to one vote.

Article IV

Officers and Committees

Section 1. The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. The Board shall be comprised of seven members, including the four officers and three members-at-large. Four Board members shall constitute a quorum for the transaction of business. The direction of affairs of this organization shall rest with the Board, the President serving as Chairperson and appointing Standing Committee Chairpersons and additional committees as needed with approval of the Board.

Section 3. The Board shall be nominated at least three weeks before the Annual Membership Meeting by a nominating committee. The nominations shall be submitted in writing to the membership at least two weeks prior to the Annual Membership Meeting. Additional nominations may be made from the floor; no one shall be nominated without his or her consent.

Section 4. Officers shall be elected by a majority vote of members present and voting at the Annual Membership Meeting. Officers shall serve two-year staggered terms, serving no more than two consecutive terms in the same position.

Section 5. The President is an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 6. Vacancies arising on the Board shall be filled by appointment made by the remaining Board members.

Article V

Duties of Officers

Section 1. President: Preside over and conduct Annual Membership Meetings and Board meetings, and appoint all standing and special committees with the advice and consent of the Board.

Section 2. Vice President: Perform the duties of the President in his or her absence and serve as membership chairperson.

Section 3. Treasurer: Keep and maintain the financial records of the organization, propose an annual budget, and disburse funds with the approval and in the manner designated by the Board; keep the President informed of financial procedures,

oversee financial aspects of fundraising, and ensure compliance with state and local laws regarding nonprofit status and all applicable financial regulations.

Section 4. Secretary: Record attendance and take minutes, notify the members of the time and place of meetings, and conduct the correspondence of the organization.

Article VI

Meetings

Section 1. Meetings of the Board shall be held at least quarterly, and preferably monthly. The schedule shall be posted and all members are welcome to participate.

Section 2. An Annual Membership Meeting shall be held every spring prior to May 1 to elect officers, receive various reports, approve the budget, and enact business.

Section 3. Special meetings of the entire organization membership may be called by the President or Board provided the membership is notified of the agenda prior to the proposed meeting date.

Article VII

Dues

Section 1. The annual dues shall be determined by the Board.

Section 2. The fiscal year of this organization shall begin on May 1 of each year and end on April 30 of the following year.

Article VIII

Finances

Section 1. Adequate books of accounts shall be maintained by the Treasurer.

Section 2. The disbursement of funds not previously authorized in the Annual Budget must be approved by the Board. The President, Treasurer, and Vice President have the authority to sign checks. Two signatures are required on each check.

Section 3. Two people other than the Treasurer shall be selected by the President to review the financial records prior to a new Treasurer taking office, or every two years.

Article IX

Amendments

Amendments to these Bylaws may be made at any Annual Membership Meeting or special meeting of the entire membership by a two-thirds vote of those present.

Article X

Proceedings

All meetings shall be conducted according to the newest revision of Robert's Rules of Order, except when in conflict with these Bylaws or with the laws of the State of Illinois.

Article XI

Dissolution of the Friends of Carbondale Public Library

The Friends of Carbondale Public Library may be dissolved at any membership meeting by a resolution adopted by an affirmative vote of two-thirds of the attending members. Upon dissolution of the organization, payment or provision for payment of all liabilities of the organization shall be made, and all remaining assets of the organization shall be given to the Carbondale Public Library.

Amended / Revised 4-9-95, 9-24-95, 5-6-09, and 4-23-17