

CONSTITUTION AND BY-LAWS  
FRIENDS OF THE CLINTONVILLE  
PUBLIC LIBRARY

Article I. Name

Section 1. The name of this organization shall be FRIENDS OF THE CLINTONVILLE PUBLIC LIBRARY.

Article II. Purpose

Section 1. The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments and bequests to the library; to support and cooperate with the library in developing library services and facilities for the community; to lend legislative support where needed; and to support the freedom to read as expressed in the American Library Association Bill of Rights.

It is the policy of this organization not to exclude any persons based on the person's race, color, creed, religion, sex, nationality of origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

The Association is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Article III. Membership

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purposes

Section 2. Each adult member (18 and over) shall be entitled to one vote.

Article IV. Officers and Directors

Section 1. The officers of this organization shall be a president, vice-president, treasurer, secretary, and five directors. If a vacancy occurs on the executive board the executive board shall appoint someone to fill and complete that person's term. The library director will be an ex officio member of the board.

Section 2. Officers positions for an expiring term(s) shall be nominated by the executive board at least two months before the annual meeting. The executive board shall then by a majority vote select the person to hold any open term. All officers and board members will be announced at the annual meeting.

Section 3. Officers should be limited to two successive two-year terms but can serve additional terms if approved unanimously by the full Friends of the Library board.

The president and vice president shall be elected in odd-numbered years. The treasurer and secretary shall be elected in even numbered years.

when elected Officer's terms will start as a new term limit. The term of newly elected officers shall begin after the annual meeting is held.

If a Friends of the Library board directors position becomes vacant the Friends of the Library executive board shall nominate names to fill that position. They shall then vote, with a majority vote, to select a person to fill that vacancy.

#### Article V. Duties of Officers

Section 1. President: To preside over and conduct the annual meeting and executive board meetings.

Section 2. Vice-president: To perform the duties of the president in the absence of the president.

Section 3. Treasurer: To Keep and maintain the financial records of the organization and to present financial reports at board meetings and the annual meeting, and to keep an active list of membership.

Section 4. Secretary: To record attendance at all meetings and to take the minutes of all meetings. To keep a file of all meeting minutes and Treasurers reports.

Section 5: The President will set the agenda for all meetings and be in charge the meetings. The President shall be responsible for writing the annual meeting letter invite and to send it out to all members of the Friends of the Library. (This notice should also include a membership renewal envelope.)

#### Article VI. Executive Board

Section 1. The executive board shall consist of the officers of the organization and the directors. The librarian, or his/her appointee, shall serve as an ex-officio member of the executive board.

Section 2. The executive board shall have the authority to designate the number and nature of committees consistent with the purposes of this organization.

Section 3. Meetings of the executive board shall be held quarterly. Special meetings may be called by the president.

Section 4. A majority of the executive board shall constitute a quorum.

#### Article VII. Meetings

Section 1. An annual meeting shall be held on a date in the month of October to be determined by the executive board. Members should be notified in writing at least two weeks prior to the date of the meeting.

Section 2. A special meeting of this organization may be called at any time by the executive board.

Section 3. If a matter should come up when there is no meeting scheduled the president may inform the board members via email. Members may offer a motion, second, discussion, and vote on the issue. The matter should be noted as an addendum to the minutes of the previous meeting.

#### Article VIII. Dues

Section 1. Dues shall be payable annually and shall become due on the day of the annual membership meeting.

Section 2. There shall be five classes of dues:

1. Individual	5.00
2. Family	10.00
3. Contributing member	25.00
4. Sustaining member	100.00
5. Lifetime member	1000.00

Section 3. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

#### Article IX. Fiscal Year

Section 1. The organization's fiscal year shall be from November 1 through October 31.

Section 2. Memberships to the organization shall be valid for one fiscal year.

#### Article X. Expenditures

Section 1. President may approve expenditures of \$100.00 or less.

Section 2. Expenditures exceeding \$100.00 require approval by the Executive Board and must also inform the treasurer of such an expenditure. This expenditure must then be included in the next Friends of the Library board meeting in the treasurer's report.

#### Article XI. Amendments/Changes

Section 1. Amendments to these by-laws 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 before the meeting at which the voting is to take place.

Section 2. Any changes to the by-laws will need the full consent of the Friends of the Library executive board. Any changes made to these by-laws must be made public and announced at the next Friends of the Library annual meeting.

Section 3. At the annual meeting of the Friends of the Library the Friends of the Library members will be given time to present any concerns or suggested changes to these by-laws. The Friends of the Library board will then take them under consideration and report back on any recommendations or actions taken at the next annual meeting.

#### Article XII. Parliamentary Procedure

Section 1. Robert's rules of order, revised, when not in conflict with these by-laws, shall govern the proceedings of this organization.

#### Article XIII. Legislative or Political Activities

Section 1. No substantial part of the activities of this organization shall be the carrying on of propaganda or otherwise attempting to influence legislation. The organization shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

#### Article XIV. Dissolution Clause

Section 1. Upon the dissolution of this organization, the organization shall, after paying or making provision for the payment of all the liabilities of the Friends of the Public Library, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code, as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### Article XV. Operational Limitation

Section 1. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on

(a) by an organization exempt from Federal Income tax under section 501 (c) (3) of the Internal Revenue Code or

(b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code.

Revised August 1988

Revised October 2007

Revised October 2019

Revised July 2020 Article IV Section 1, Section 2, Section 3

Article V Section 3, Section 4, added Section 5

Article X Added Section 2

Article XI Section 1, Added Section 2, and Section 3