

Friends of the Wadsworth Public Library  
Bylaws

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| Issue Date   | 3/17/2008   |
| Adopted Date | 3/17/2008   |
| Revision     | 3/18/2013   |
| Revision     | 11/18/2016  |
| Revision     | 02/15/2017  |
| Revision     | 12/12/2017  |
| Revision     | 04/22//2021 |
| Revision     | 12/15/2021  |

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ARTICLE I NAME

The name of this organization shall be The Friends of the Wadsworth Public Library (FOL).

ARTICLE II PURPOSE

The purpose of this organization shall be to maintain an association of persons interested in the library and concerned for its welfare; to focus public attention on library services, facilities, and needs; to encourage the gifts of books and collections; and to bring greater recognition of the library's importance in our community.

ARTICLE III MEMBERSHIP

Section 1 Membership in this organization shall be open to all individuals, who support the Friends of the Wadsworth Public Library's purposes.

Section 2 The length of a membership shall be one year from the date of registration.

Section 3 Classes of membership and the fee structure for the classes of membership shall be set at the discretion of the Board of Directors.

Section 4 Members shall be entitled to attend all meetings of the Friends of the Library Board of Directors.

ARTICLE IV OFFICERS

Section 1 The officers of the organization shall be a President, a Vice President, a Secretary, a Treasurer and a Book Sale Coordinator. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the organization.

Section 2 Every year in November nominations will be accepted to fill any vacant officer positions. At the annual meeting additional nominations will be accepted. No one shall be nominated without prior consent.

Section 3 Officers shall be elected to serve two-year terms. Their terms of office shall begin on January 1<sup>st</sup>. No officer shall serve more than two consecutive terms in the same office, *unless the office is unable to be filled by another member*.

Section 4 Duties of Officers

- a. The President shall: preside at all meetings of the organization and of the Board of Directors, call meetings of the Board of Directors, be an ex-officio member of all committees. The president will also prepare any official communication from the Friends of the Library for use or publication by the library for promotional purposes on an as needed basis.

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- b. The Vice President shall: aid the President, assume the functions of the President in the absence or resignation of the President or at the request of the President.
- c. The Secretary shall: keep accurate minutes of all meetings of the organization and of the Board of Directors, notify members of all meetings and perform other secretarial duties as directed by the President.
- d. The Treasurer shall: receive all monies of the organization, deposit into the organization's accounts all monies received, keep an accurate record of all receipts and expenditures, pay out funds only as authorized by the Board of Directors, prepare Balance Sheet and Income Statement, prepare the books for audit prior to completion of term and prepare other financial reports as requested by the Board.
- e. The Book Sale Coordinator shall: organize and oversee the sorting of donations and facilitate preparation of the selling room in advance of book sales. The Book Sale Coordinator shall also oversee the library book shop and ensure it's properly stocked with books and other items. The Book Sale Coordinator will chair the Book Sale Committee. Some of these tasks may be delegated to others on the committee.

ARTICLE V MEETINGS

Section 1 The Friends of the Wadsworth Public Library shall hold an annual meeting of the membership in the fourth quarter of each year. The members present at the annual meeting of the full membership shall constitute a quorum of said voting membership. The membership will be notified of the annual meeting via the quarterly Wadsworth Library newsletter and by email or standard mail..

Section 2 Regular monthly meetings of the board of directors shall be held at a date and time decided by the Board of Directors.

Section 3 Special meetings or events may be called by the President or by four members of the Board of Directors.

Section 4 The Director of the library and/or other staff members are invited to attend all board meetings on a non-voting basis.

ARTICLE VI BOARD OF DIRECTORS

Section 1 The officers of the organization and up to six members-at-large shall be known as the Board of Directors and shall serve as the governing body of the organization. Officers shall be elected by a majority of members present at the annual meeting and shall begin their terms on January 1. The direction of the affairs of this organization shall rest with the Board of Directors, the President serving as chairperson.

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- Section 2 Members-at-large shall be elected at the annual meeting to serve two-year terms. Terms shall begin on January 1<sup>st</sup>. No Member-at-large may serve more than two consecutive terms *unless the role is unable to be filled by another member*.
- Section 3 A majority of the members of this Board of Directors (a minimum of three officers and three members-at-large) shall constitute a quorum
- Section 4 Vacancies arising on the Board of Directors shall be filled by appointment made by the President, with the approval of the Board of Directors.

ARTICLE VII COMMITTEES

- Section 1 The Officers of the organization shall constitute the Executive Committee. The Executive Committee shall establish and disband other committees as deemed necessary to carry out the purposes of The Friends.
- Section 2 The Nominating Committee, when appointed, shall convene in September for the purposes of soliciting and suggesting potential board member candidates for open positions or for term-limited positions. Vacancies shall be advertised to the membership.

ARTICLE VIII FINANCES

- Section 1 The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
- Section 2 All bills incurred by officers and committee chairperson shall be signed by the person contracting them and forwarded to the Treasurer for payment. All bills of over \$100.00 must be approved by the Board of Directors before payment.
- Section 3 An internal review of the books and financial records of the Friends of the Library shall be performed annually, during the first quarter of the year. Books must be reviewed before being turned over to a new treasurer.
- Section 4 No checks shall be made out to cash. Checks should be made out to the vendor or individual being paid.
- Section 5 The Friends of the Library Board of Directors will require the book sale proceeds to be counted by two individuals prior to bank deposit. A prompt bank deposit shall be made by the Treasurer or a designee.
- Section 6 The following officer positions, all of which have access to the Friends of the Library deposit accounts, should be protected by a dishonesty bond: President, Vice President and Treasurer.

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ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, whereupon these Bylaws shall prevail.

ARTICLE X AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any Annual Membership meeting by a two-thirds vote of the members present.

ARTICLE XI DISSOLUTION

If the Friends of the Wadsworth Public Library should, for any reason, dissolve, all assets and property of the Friends shall be transferred to the Wadsworth Public Library.

END OF BYLAWS