



## FRIENDS OF THE HIGHWOOD PUBLIC LIBRARY

### Bylaws

#### ARTICLE I: The Organization

- Section 1: For brevity in this document, the “Friends of the Highwood Public Library” is referred to as the “Friends of the Library” and the “Highwood Public Library” as the “Library”.
- Section 2: This organization is a nonprofit which is incorporated under the laws of the State of Illinois.
- Section 3: The Friends of the Library is organized for charitable and educational purposes, under Section 501 (c) (3) of the Federal Internal Revenue Code, or a corresponding section of any future federal tax code.

#### ARTICLE II: Purpose

- Section 1: The purpose of the Friends of the Library is to:
- a) Foster closer relations between the Library and the citizens of Highwood and environs.
  - b) Promote knowledge of the functions and resources of the Library.
  - c) Encourage the use of the Library’s resources and services.
  - d) Support the provisions of adequate housing and other facilities for the Library.
  - e) Support the Library’s collection and facilities with funds generated from fundraising and to encourage and receive grants, gifts, endowments, and bequests for the Library.

#### ARTICLE III: Membership

- Section 1: Membership is open to all individuals, corporations, and organizations that support the purposes of this organization.

#### ARTICLE IV: Organizational Structure

- Section 1: Four Directors shall be elected as the Officers of this organization. The Officers consist of a President, Vice-President, Treasurer and Secretary. The Officers shall be nominated by the Executive Board at least one month before the annual meeting. The nominations shall be submitted in writing to the membership with the consent of the nominee at least two weeks prior to the annual meeting.
- Section 2: A Highwood Public Library staff member and the President of the Library Board will *be ex officio* members of the Friends of the Library Board without voting privileges.
- Section 3: The Officers and the Directors must be:
- a) Members of the Friends of the Library.



b) Elected by majority vote of the members at the Friends' Annual Meeting. Each attending member shall be entitled to one vote. Additional nominations may be made from the floor with consent of the nominee.

Section 4: Following the Annual Meeting, the Officers and the Directors are placed in office on May 1st.

Section 5: Directors shall serve staggered 2-year terms. No Director may serve more than two consecutive terms; however, the President, if deemed necessary for the good of the organization, may request that retiring Directors extend their service for one year. The Executive Board must approve such request.

Section 6: If a Director resigns during his/her term of office, the President, with the approval of the Executive Board, will appoint a replacement. The Person appointed shall complete the term of the resigning Director. If he/she wishes to remain on the board, he/she must be elected at the Annual Meeting.

Section 7: If, in the judgement of the President or Vice President, a Director is not fulfilling a term of office due to numerous absences from the board meetings and / or sustained lack of participation in Friends of the Library work days and events, the President or Vice President may, with a majority vote of the Executive Board, declare that position open, and fill it according to Article IV Section 6.

#### **ARTICLE V: Executive Board**

Section 1: The Executive Board shall consist of not fewer than four and not more than nine Directors. A Highwood Public Library staff member and the President of the Highwood Public Library Board shall serve as *ex-officio* non-voting members of the Executive Board.

Section 2: The Executive Board shall have the authority to appoint committees consistent with the purpose of the organization.

Section 3: Meetings of the Executive Board shall be held at least quarterly. Special meetings may be called by the President or by three members of the Executive Board.

Section 4: A quorum shall consist of a majority of the Executive Board in office.

#### **ARTICLE VI: Responsibilities of the Executive Board**

Section 1: President: To preside over and conduct meetings and an ex-officio member of all committees.

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.



- Section 4: Secretary: To notify the members of the time and place for meetings, conduct the correspondence of the organization, and assist Library staff in completing meeting minutes.
- Section 5: Volunteer Coordinator: To manage volunteers for any Friends of the Library or Library events/projects.
- Section 6: The Officers will perform the duties of their office and other responsibilities as delegated by the President.
- Section 7: The Executive Board shall have the power to conduct the affairs of the organization at and between Annual Meetings.
- Section 8: The Officers are authorized to act for the Executive Board between meetings on an as needed basis. The Officers' actions must be reported to the Executive Board at its next scheduled meeting.

**ARTICLE VII: Meetings**

- Section 1: The Annual Meeting shall be held in the month of April on a date 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.

**ARTICLE VIII: Annual Dues and Benefits**

- Section 1: Pursuant to the Friends of the Library Bylaws, there are four levels of membership available to anyone 18 years of age or older. Dues shall be payable annually and shall become due on the calendar anniversary of initial payment.

The four classes of dues:

- a) Youth Members \$10.00 per year
- b) Individual Members \$20.00 per year
- c) Family \$40.00 per year
- d) Life members \$150.00, one-time payment provides membership in the organization for the life of the individual

*NOTE: A member in any category of membership may fulfill the dues obligation through volunteer time at Friends of the Library fundraising events at a rate of one hour equal to \$10.*

**Student Members:** Have full rights and responsibilities within the organization, including participation in Friends of the Library fund-raisers and on Friends of the Library committees, as long as their membership is current. A valid student ID must be presented at the time of application and membership renewal.



**Individual Members:** Have full rights and responsibilities within the organization, including participation in Friends of the Library fund-raisers and on Friends of the Library committees, as long as their membership is current.

**Family:** Up to two adults, and the children under 18 years of age in a household, have full rights and responsibilities within the organization, including participation in Friends of the Library fund-raisers and on Friends of the Library committees, as long as the subscribing member's membership is current.

**Lifetime Members:** Have full rights and responsibilities within the organization, including participation in Friends of the Library fund-raisers and on Friends of the Library committees, for as long as they wish to participate in the organization.

#### **ARTICLE IX: Dissolution**

Section 1: In the event of a dissolution of the Friends of the Library, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Highwood Public Library or, if at the time of dissolution, the Highwood Public Library is no longer in existence, then said assets shall be distributed to an organization exempt under Section 501(c)(3) of the Internal Revenue Code upon majority vote of the Executive Board members present at the last meeting of the Friends of the Library. Further, no member of the Friends shall be entitled to share in any assets upon dissolution of the organization.

#### **ARTICLE X: Amendments**

Section 1: Amendments to these bylaws may be made at any meeting of the general membership by two-thirds 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.

#### **ARTICLE XI: Parliamentary Procedure**

Section 1: Robert's Rules of Order Revised, when not in conflict with these bylaws, shall govern the proceedings of this organization (Revised 2011).