

**THE FRIENDS OF THE LIBRARY OF FLAGLER COUNTY, INC.
BY-LAWS**

ARTICLE I

NAME AND DESCRIPTION

- Section 1.** The name of the organization shall be, “The Friends of the Library of Flagler County, Inc.” herein referred to as “FOLFC” or “Friends”.
- Section 2.** The “Friends” organization is composed of three “parts” that are linked by their purpose. The larger of the “parts” is the total membership, comprised of those who have paid dues and completed an application to the “FOLFC.” The second “part” consists of an Executive Board of the “FOLFC.” The third “part” is designated as an Executive Committee within the Executive Board.

ARTICLE II

PURPOSE

- Section 1.** The purpose of this organization shall be to create an association of people interested in books and libraries; to focus public attention on library facilities, services and needs; and to stimulate gifts of books, magazines, desirable collections, endowments and bequests.
- Section 2.** To apprise county and city officials of the importance of their role in support of a county library system.
- Section 3.** To assist in the development of a program for the extension and improvement of library services and resources that may adequately serve the needs of the steadily increasing population of our county and cities.
- Section 4.** To promote knowledge of the functions, resources, services and needs of the libraries.
- Section 5.** To engage in fund raising activities such as encouraging gifts or memorials, books, art objects and other items.
- Section 6.** To develop with the Library Director a budget for the purchase of items not included in the County Budget for the Library. This budget is to be approved by a vote of the Executive Board.
- Section 7.** To sponsor programs designed to add to the cultural life of the community.

ARTICLE III

MEMBERSHIP

- Section 1.** Membership in this organization shall be open to all individuals and organizations in accordance with its purposes.
- Section 2.** Each member in attendance at general meetings, or meetings called for the membership at large shall be entitled to one vote.

ARTICLE IV

OFFICERS

- Section 1.** The elected officers of this association shall be a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Assistant Treasurer which will comprise the Executive Committee.
- Section 2.** The Executive Board shall consist of the six elected officers, the appointed Chairs of the Membership, Programs, Finance, and Communications, Committees, up to two selected members of their committees and the Library Director. Any additional “at-large” Executive Board members must be approved by a majority vote of the elected officers.
- Section 3.** Attendance at Executive Board meetings and active participation in respective committees is required to retain membership on the Executive Board. Unexcused absences at three consecutive Board meetings, or the missing of five (5) of twelve (12) regularly scheduled monthly meetings will be treated as a voluntary resignation from the Executive Board.

DUTIES OF FOLFC OFFICERS

President:

Preside at all meetings of the FOLFC, call special meetings when necessary, appoint committee chairs and serve as ex-officio member of all such committees.

1st Vice President:

Assist the President in all of his/her duties, to assume the role of President in the President’s absence and to oversee the Programs of the “Friends.” These Programs include, but are not limited to, monthly

activities, obtaining speakers, chairing the annual luncheon, monitoring the children's programs and other duties as assigned by the President.

2nd Vice President:

To assume the role of the 1st Vice President in his/her absence and to oversee all aspects of membership. Activities relating to membership are; record keeping, membership drives, fundraising, hospitality activities, bulk mailings and other duties as assigned by the President.

Secretary:

Record and keep minutes of all meetings of the FOLFC, assist the President in responding to all correspondence received by the "Friends", and prepare acknowledgements designated by the President.

Treasurer:

Oversee the organizations financial aspects, to prepare and deliver to the Executive Board and the Finance Committee periodic reports to insure compliance with Federal, State and local laws and statues.

Assistant Treasurer:

To assist the Treasurer in carrying out his/her duties, to co-sign endowment checks, to reconcile financial statements and to attend all finance committee meetings. The Assistant treasurer is required to also review all financial statements and to assume the duties of the Treasurer in his/her absence.

Terms of Office

The term of office for all elected officers shall be for two years and shall begin immediately following the installation of officers at the annual FOLFC meeting.

PERMANENT COMMITTEES

The following permanent or standing committees shall be established and their chairs will be appointed by the President;

- Membership
- Programs / Hospitality
- Finance
- Communications

ARTICLE V

POLICIES

- Section 1.** Officers shall be nominated by a Nominating Committee composed of two members of the Executive Board and one from the general membership.
- Section 2.** The Nominating Committee shall meet following the Spring meeting which will normally be conducted in May. The Nominating Committee will interview possible candidates for each elective office. No one shall be nominated without their consent to serve if elected. Nominations will be presented to the membership at the first general meeting in the Fall. Additional nominations may be made from the floor at that annual meeting.
- Section 3.** Items brought before the Executive Board for a vote shall be voted upon by all attending members which will constitute a quorum.
- Section 4.** Should an elected officer resign, or for personal reasons an elected office becomes vacant, candidates will be presented to the Executive Board at its next meeting and a vote will be taken as described in Section 3 above to fill the remaining term of office.
- Section 5.** Barring unusual circumstances officers shall be elected at the Annual Fall meeting. For purposes of election the members present shall constitute quorum. The officers elected shall have the usual duties and authority exercised by the officers of a non-profit organization.
- Section 6.** The Treasurer and the President are required to sign all checks exceeding Five Hundred Dollars (\$500). A Vice President is authorized to sign if one of the other two authorized officers is unavailable.

ARTICLE VI

GENERAL MEETINGS

- Section 1.** The FOLFC shall hold, at a minimum two (2) general meetings each year to conduct the business of the organization. One of the two general meetings shall be an Annual Meeting which will normally be conducted in the Fall.
- Section 2.** Members shall be notified of meetings through email, social media and the press at least two (2) weeks prior to the date of the General Meetings.

Section 3. Special meetings of the Board may be held at the discretion of the President or upon the written request of three members of the Board.

ARTICLE VII

DUES

Section 1. The Executive Board shall determine the annual dues. The fiscal year of the FOLFC shall be from January 1 through December 31.

ARTICLE VIII

AMENDMENTS, RULES OF ORDER, DISSOLUTION

Section 1. Amendments to these bylaws may be made at the two General Meetings designated to be held each year. The members present at these meetings shall constitute a quorum. Copies of any proposed amendments will be made available to all members two (2) weeks prior to the meeting in which the revisions will be voted upon.

Section 2. Robert’s Rules of Order, Revised and Newly-Revised shall govern the proceedings of this organization.

Section 3. Should the Friends of the Library of Flagler County decide to dissolve, all accumulated funds in any category, following payment of all debts and liabilities will be allocated by the final Executive Board meeting to support libraries in Flagler County.

Approved:

President _____ ; Date _____

Secretary _____ : Date _____

Approved by vote at General meeting of “The Friends of the Library of Flagler County, Inc.

- Amended 11/14/2004
- Amended 5/13/2009
- Amended 8/2016 Proposed
- Amended 9/8/2016