

**Friends of the Powers Memorial Library, Inc.  
By-Laws**

Adopted April 6<sup>th</sup> 2016 and updated November 19<sup>th</sup> 2020.

**Article I Name**

The name of the Association shall be Friends of the Powers Memorial Library, Inc .

**Article II Purpose**

**Section A.** The purpose of the Friends of the Powers Memorial Library, Inc. shall be to maintain an association of persons interested in good library services thereby enhancing the reading, educational, and cultural opportunities available to the community.

**Section B.** The activities of the Association shall include but not be limited to sponsoring special projects, informing the public of the resources and services of the library, securing materials that are beyond the scope of the ordinary library budget, and performing other services deemed helpful to the library.

**Section C.** The Association shall operate in accordance with Section 501 c (3) of the Internal Revenue (IRS) Code and maintain a working relationship with the Library Director and Staff.

**Article III Membership**

**Section A.** All persons, organizations, and businesses interested in the purpose of this Association who pay its established dues shall be eligible for membership. Each member in attendance who has paid dues shall have one (1) vote in the affairs of the Association.

**Section B.** The membership data will be held private and used only for the purpose of the library programs and services.

**Article IV Officers**

**Section A.** The offices of the Association shall be the President, Vice President, Secretary, and Treasurer.

**Section B.** All officers shall be members of the Executive Board and shall include a representative of the library and chairpersons of the standing committees. Decisions shall be made by a simple majority of those attending the meeting. Standing committees with co-chairperson shall have only one (1) vote, and the library representative shall not have a vote.

**Section C.** The duties of the officers shall be as follows:

President: The President shall preside at all meetings of the Friends, appoint committee chairperson(s), represent the organization, and call meetings of the Executive Board as needed.

Vice President: The Vice President shall perform the duties of the President in the absence of the President .

Secretary: The Secretary shall record the minutes of all meetings of the Association, including a

record of attendance. The Secretary shall also conduct the correspondence of the Association.  
Treasurer: The Treasurer shall keep and maintain the financial records of the Association. Collect dues and disburse funds when appropriate. A financial report shall be submitted at each meeting. The treasurer shall issue a summary financial report/budget at the end of each fiscal year.

#### **Article V Election of Officers**

**Section A.** All officers shall be elected by simple majority at the annual meeting in Nov. and shall serve without compensation. The term of the officers so elected shall begin with the annual meeting and continue until their successors are elected at the next annual meeting.

**Section B.** The Executive Board shall fill a vacancy in any office for the remainder of the term through appointment.

**Section C.** A library staff member or a member of the Library Board of Directors shall not hold the office positions in the Association.

#### **Article VI Funds and Liability**

**Section A.** All funds shall be deposited to the account of Friends of the Powers Memorial Library, Inc. Any withdrawals from any account shall require two (2) of the officer's approval and shall be disbursed by the Treasurer of the Friends of the Powers Memorial Library, Inc. as authorized by the Executive Board.

**Section B.** No member of this Association shall be liable except for unpaid dues; and no personal liability shall in any event be attached to any member of the Association in connection with any of its undertakings.

**Section C.** No part of the net earnings of the Association shall be used to the benefit of any member, officer, or executive board member or any other private individual (except for compensation of services or goods rendered to the Association and approved by the Executive Board.

**Section D.** In the event of dissolution of the organization, the assets of the Association shall be transferred to the Endowment Fund of the Powers Memorial Library and used for the enrichment of the Powers Memorial Library.

**Section E.** Two (2) members appointed by the President shall conduct an annual audit of all financial accounts of the Association, within the presence of the elected Treasurer.

#### **Article VII Meetings**

**Section A.** Friends of the Powers Memorial Library, Inc shall meet on a date and time set by the Executive Board at the previous meeting.

**Section B.** The President or Vice President may call a meeting at any time.

**Section C.** A public notice of all meetings shall be given at least one (1) week prior to meeting.

### **Article VIII Committees**

**Section A.** The Executive Board may authorize committees consistent with the purpose and resources of this Association. Committee membership is open to any member of the Association.

**Section B.** Standing committees are: Membership, Publicity/ Public Relations, Fund-raising Events, Book Sale and By-Laws. Appointment of a Chairperson to a standing committee will be consistent with the term of office of the President and Executive Board. The President shall appoint Chairperson(s) of these committees.

**Section C.** Additional ad-hoc committees shall be formed as deemed necessary with approval of the Executive Board. The President shall appoint a Chairperson(s) of specific activity committees for the duration of the committee's specific activity.

### **Article IX Amendments to the By-Laws**

**Section A.** These By-Laws shall be reviewed annually.

**Section B.** These By-Laws may be amended on two (2) weeks prior notice at any meeting of this Association by two-thirds (2/3) majority of the members present.