

**BY-LAWS FOR FRIENDS
OF THE
BAY COUNTY PUBLIC LIBRARIES, INC.**

ARTICLE I. NAME

Section I. The name of this organization shall be Friends of the Bay County Public Libraries, Inc.

ARTICLE II. Purpose

Section I. The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the libraries; to stimulate the use of the libraries' resources and services; to receive and encourage gifts, endowments and bequests to the libraries; to support and co-operate with libraries in developing library services and facilities for the community.

ARTICLE III. Membership

Section I. Membership in this organization shall be open to all individuals in accord with its purposes, and to representatives of organizations and clubs when such representation is desired.

Section II. Each membership shall be entitled to one vote.

ARTICLE IV. Officers

Section I. The officers of this organization shall be: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

Section II. The nominating committee is to be appointed in September. It shall consist of three (3) members, two of the members shall be appointed by the President and the third shall be elected by the Board of Directors. The nominations shall be submitted to the membership with the consent of the nominee at least two weeks prior to the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

Section III. Officers shall be elected by majority vote of those members present at the annual meeting for the term of one year.

ARTICLE V. Duties of Officers

Section I. President: To preside over and conduct meetings, to appoint all committees and to be an ex-officio member of all committees, except the nominating committee.

Section II. 1st Vice President: To act as program chairman and to perform the duties of the president in the absence of the president.

Section III. 2nd Vice President: To act as membership chairman and to keep a list of the names and addresses of the membership.

Section IV. Secretary: To record attendance and take the minutes of all meetings. The Secretary will conduct the correspondence of the organization.

Section V. Treasurer: To keep and maintain the financial records of the organization. The treasurer shall also be responsible for insuring an annual audit of these records. The treasurer may be bonded.

ARTICLE VI. Board of Directors

Section 1. The Board of Directors shall consist of the five officers and four additional members at large to be elected by the membership at the annual meeting. The Library Director shall serve as an ex-officio member of the Board of Directors.

Section II. Meetings of the Board of Directors shall be held regularly, but not less than four times a year.

Section III. A majority of the Board of Directors shall constitute a quorum.

Section IV. The Board of Directors shall have all the powers of the organization between meetings of the Friends' membership.

Section V. The president may, with the approval of the Board of Directors, appoint honorary life members of the Board who will act in an advisory capacity only and whose presence on the Board will make an outstandingly significant contribution to the aims of the organization.

Section VI. All members of the Board of Directors must be members in good standing of the organization.

ARTICLE VII. Vacancies

Section I. If a Board member cannot fulfill his or her duties, a written resignation should be sent to the Secretary of the organization. Any vacancy occurring in the officers of the Board of Directors may be filled by an affirmative vote of the majority of the remaining directors.

An officer or director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

ARTICLE VIII. Meetings

Section I. An annual meeting of the membership shall be held in March each year.

Section II. A special meeting of this organization may be called at any time by the Board of Directors.

ARTICLE IX. Membership & Dues

Section I. There shall be four classes of membership:

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| 1. Individual..... | 10.00 |
| 2. Family..... | 20.00 |
| 3. Patron (organizations, business and individual..... | 100.00 |
| 4. Benefactor..... | 200.00 |

Section II. Dues shall be payable annually and shall become due on January 1 of each year. The membership year is January 1 through December 31.

ARTICLE X. Amendments

Section I. Amendments to these By-Laws may be made by a majority of the Board of Directors at any duly constituted meeting, upon thirty days written notice to the general membership.

ARTICLE XI. Parliamentary Procedure

Section I. Robert's Rules Newly Revised, when not in conflict with these By-Laws, shall govern the proceedings in this organization.

ARTICLE XII. Standing Rules

Section I. To carry out the principles enunciated in these By-Laws and to provide a sound procedural base for the operations of the organization, a set of Standing Rules shall be developed and adhered to by the Board of Directors.

Section II. Nothing in the Standing rules shall be in conflict with the By-Laws.

Section III. Changes or additions to the Standing Rules may be made by a majority vote of the Board of Directors.

Approved: 1972

Revised: 1974; 1977; 1979; 1983; 2014; 2018; 2020