

# Friends of the



## BYLAWS OF THE FRIENDS OF THE VICTOR FARMINGTON LIBRARY, INC.

### Article I - Name

The name of the organization shall be Friends of the Victor Farmington Library, Inc.

### Article II – Purpose

Section 1. The purposes of the Friends of the Victor Farmington Library, Inc. shall be to enhance the community’s awareness and support of the library’s programs and services; to encourage gifts, memorials and endowments to the library; to sponsor the occasional program or activity not typically carried out by the library but which is in keeping with the library’s philosophy and objectives; and to provide financial assistance in obtaining materials and equipment that will augment the library’s service to the community. The Friends shall be a **non-policymaking and** nonprofit organization.

Section 2. Funds shall be expended in accordance with the purpose of the organization and on the approval of the Executive Board of the Friends.

Section 3. In the event that this organization should be dissolved for any reason, all monies shall be given to the Victor Farmington Library.

### Article III – Membership and Dues

Section 1. Anyone may become a member of the Friends of the Victor Farmington Library by paying the dues or as specified by the Executive Board. Membership shall be renewable annually.

Section 2. The Executive Board shall specify the annual dues.

Section 3. Each membership shall be entitled to one vote.

Section 4. An annual meeting open to the general membership shall be held each year during the month of April at a time to be determined by the Executive Board. Officers for the year will be elected at this time.

Section 5. Voting at the annual meeting is open to all paid-up members.

Section 6. Members shall be notified by public notice posted at the library and on the Friends’ page of the Library website at least two weeks prior to the date of the annual meeting.

## **Article IV- Officers and Elections**

Section 1. The officers of the organization shall consist of president, vice president, secretary and treasurer, all of whom shall be members of the organization.

Section 2. Nominations for office shall be collected by the Executive Board. The nominations will be submitted in writing and posted in the library two weeks prior to the annual meeting. Additional nominations may be made from the floor at the time of election provided that the consent of the person nominated has been obtained before the nomination is made.

Section 3. Outgoing officers shall deliver all records and other materials belonging to the office at the close of the term.

## **Article V - Duties of Officers**

Section 1. The president shall preside at all meetings, appoint all committees with board approval, report to the Victor Farmington Library Board of Trustees on a regular basis and be an ex-officio member of all committees.

Section 2. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 3. The secretary shall provide a copy of all minutes to the Library director, the president of the Library Board, and every board member of the Friends Executive Board. The secretary shall also maintain an addendum sheet for procedural changes, which shall be added to the bylaws. The secretary shall conduct all correspondence of the Friends of the Victor Farmington Library, Inc.

Section 4. The treasurer shall be the custodian of the funds, which shall be deposited in the account of the Friends of the Victor Farmington Library Inc. in a bank designated by the Executive Board. The treasurer shall also keep accurate and complete records of the funds and be prepared to report on them at each executive board meeting, each membership meeting, the annual meeting, or at the request of the president. The treasurer shall prepare and submit IRS Form 990N (e-postcard) by August 15, following the March 31 conclusion of each annual tax year. The treasurer shall complete and submit the NY CHAR500 report online following the March 31 conclusion of each annual tax year. The treasurer shall prepare a budget to submit to the Executive Board for approval, and present to the general membership at the annual meeting for approval.

## **Article VI- Terms of Office**

Section 1. Terms of office shall begin immediately upon election

Section 2. Officers shall be elected to a one-year term.

## **Article VII – Executive Board**

Section 1. The Executive Board shall consist of the elected officers. Members at large may be appointed to serve on the Executive Board by a unanimous vote of the Board.

Section 2. The Executive Board shall manage all affairs of the organization, including all bills for payment. This shall be the duty of the treasurer and/or a member of the Board designated by the Executive Board.

Section 3. The president of the Library Board of Trustees and the director of the Victor Farmington Library shall be ex-officio members of the Executive Board.

Section 4. Meetings of the Executive Board shall be held at the call of the president or upon the written request of three members of the Executive Board, due notice having been given.

Section 5. The Executive Board shall fill vacancies in executive offices for an unexpired term.

## **Article VIII - Committees**

Section 1. Standing committees. The president shall appoint such standing committees annually with the approval of the Executive Board as needed to further the objectives and interests of the organization.

Section 2. Special Committees. The president, with the approval of the Executive Board, may appoint other special committees that are deemed necessary.

## **Article IX – Quorum**

Section 1. A quorum at the annual meeting shall consist of members present, provided two officers are present.

## **Article X – Parliamentary Procedure**

Section 1. Parliamentary authority shall be Robert’s Rules of Order, Newly Revised, provided it is consistent with the organization’s constitution and by-laws.

## **Article XI - Amendments**

Section 1. Amendments to the by-laws may be made at any meeting of the organization by a two-thirds majority of the members present and voting, provided that a written copy of the proposed amendment signed by two members has been submitted to the Executive Board and, in turn, posted by the secretary in the Victor Farmington Library at least fifteen days prior to the meeting.

Reviewed: Executive Board, Patty Bascomb, President

Amended: 3/6/2024