

**FRIENDS OF THE LENA ARMSTRONG PUBLIC LIBRARY BYLAWS**

**Proposed changes added to current bylaws**

**(Spell “bylaws” consistently)**

**Article I – Name**

The name of this organization shall be “Friends of the Belton Public Library, Inc.” dba “Friends of the Lena Armstrong Public Library,” known in the remainder of the Bylaws as “The Friends.”

**Article II – Purpose**

The purpose of this organization shall be to promote the development of the Lena Armstrong Public Library by raising funds for special books, periodicals, and non-budgeted resources and amenities; providing and coordination volunteer help as needed; by developing and implementing programs of community interest, and by being advocates for the advancement of the library. The Friends is a 501(c)(3) not-for-profit organization.

**Article III – Membership**

Any citizen or organization in the Belton area interested in library development and library services shall be eligible for membership. Members are defined as those who have paid their dues for the membership year.

**Article IV – Dues**

A. Annual membership dues shall be as follows:

Student	\$1.00
Individual Adult	\$10.00
Family	\$20.00
Supporter	\$50.00
Patron	\$100.00
Benefactor	\$500.00
Corporate	\$1000.00+

B. The membership shall be for a twelve-month term effective upon payment of the annual dues. Notice of dues payable shall be sent out by the President, in conjunction with the Membership Chair, the month prior to the membership expiration.

C. The Board and Executive Committee must be members of The Friends in good standing.

# FRIENDS OF THE LENA ARMSTRONG PUBLIC LIBRARY BYLAWS

## Proposed changes added to current bylaws

(Spell “bylaws” consistently)

### Article V – Board of Trustees

- A. The Board of Trustees shall be comprised of the officers (Executive Committee) and twelve elected board members. The Library Director, the Past Friends President, the President of the Library Board or designated representative, legal counsel, Writer’s Guild representative, membership coordinator and standing committee chairperson(s) shall be ex-officio members.
- B. From the list of nominees proposed by the Nomination Committee as set forth in Article VII, four new board members shall be elected to the Board of Trustees at each annual meeting for a term of three years. Nomination for membership on the Board may also be made from the floor at the annual meeting. No Board member may serve more than two three-year terms consecutively. The election or appointment of a General Board Member to an officer position will be considered a break in the consecutive terms of a Board member.
- C. Officers shall consist of a President, Vice-President, Secretary, and Treasurer, who shall constitute the Executive Committee together with the ex-officio members.

*Proposed C. Officers shall consist of a President, **First Vice-President, Second Vice-president**, Secretary, and Treasurer, who shall constitute the Executive Committee together with the ex-officio members.*

- D. Duties and responsibilities of General Board Members are to attend a majority of the monthly meetings, provide two (or more) items for the silent auction at the Book and Author Luncheon, and assist at functions supported by The Friends.

### Article VI – Duties of Officers

- A. President – The President shall preside at all meetings and shall appoint all committees. The President shall be responsible for notifying the Board of upcoming meetings, setting the agenda for each meeting, and guiding the work of the organization.
- B. Vice President – In the absence of the President, the Vice-President shall perform the duties of the President and Vice-President at all meetings. The Vice-President will serve as Chair of the Book and Author Luncheon and other fund raisers.

## FRIENDS OF THE LENA ARMSTRONG PUBLIC LIBRARY BYLAWS

### Proposed changes added to current bylaws

(Spell “bylaws” consistently)

*Proposed B. **First Vice President** – In the absence of the President, the **First Vice-President** shall perform the duties of the President and the First Vice-President at all meetings. **The First Vice-President will direct any fundraising efforts and will appoint a member of The Friends to serve as Chair of the Book and Author Luncheon.***

*Proposed (replacing) C. **The Second Vice President will direct efforts to increase the membership of the Friends through community experiences that bring greater awareness of the Friends’ presence in the community.***

C. Secretary – The Secretary shall be responsible for the correct recording of the minutes of the meetings, provide copies for members of the Board of Trustees by the following meeting, shall act as Parliamentarian at meetings, and shall keep a file of said minutes.

*D. Secretary – The Secretary shall be responsible for the correct recording of the minutes of the meetings, provide copies for members of the Board of Trustees by the following meeting, shall act as Parliamentarian at meetings, and shall keep a file of said minutes.*

E. Treasurer – The Treasurer shall be the custodian of the funds which shall be deposited to the account of “The Friends of the Belton Public Library, Inc.” in the bank designated by the Executive Committee, shall keep accurate and complete records of the funds, and shall be prepared to report on them at each annual meeting or at such times as the President may request. Any two of the following officers may sign all checks: President, Vice-President, and Treasurer.

*Proposed E. Treasurer – The Treasurer shall be the custodian of the funds which shall be deposited to the account of “The Friends of the Belton Public Library, Inc.” in the bank designated by the Executive Committee, shall keep accurate and complete records of the funds, and shall be prepared to report on them at each annual meeting or at such times as the President may request. Any two of the following officers may sign all checks: President, **First Vice-President, Second Vice-President, and Treasurer.***

# FRIENDS OF THE LENA ARMSTRONG PUBLIC LIBRARY BYLAWS

## Proposed changes added to current bylaws

(Spell “bylaws” consistently)

### Article VII – Election of Officers

- A. Officers shall be elected at the annual meeting in April of even numbered years and shall serve for a term of two years. Officers shall assume office on May 1 following the election.
- B. The President, with the approval of the Executive Committee, shall appoint at least thirty days prior to the annual meeting, a Nominating Committee consisting of three members of The Friends, who shall present at the annual meeting the names of the candidates to fill the offices to be vacated, and shall present a list of candidates for service on the Board of Trustees.
- C. Officers may not serve two full consecutive terms in the same position. Any officer filling a position vacated during a term shall be eligible for re-election to that position for a full two-year term. Each officer, upon expiration of his or her term of office, shall deliver to his or her successor all records and supplies within a period of not more than thirty days.

*Proposed: C. Officers may not serve **three** full, consecutive, **two year** terms in the same position. Any Officer filling a position vacated during a term shall be eligible for re-election to that position for a full two year term. Each officer, upon expiration of his or her term or office shall deliver to his or her successor all records and supplies within a period of not more than thirty days.*

- D. If an officer position is vacated, the President, with the approval of the Executive Committee, will appoint someone from the General Board to fill the vacancy for the balance of the term.
- E. If a General Board Member position is vacated, the President, at his or her discretion, may appoint someone to fill the position for the remainder of the term.

### Article VIII – Liability

No officer, member, or committee of this organization shall make any contract nor incur any indebtedness in the name of this organization without the approval of the Executive Committee. The committee may be polled by mail, telephone, or electronic communication. Neither the

# **FRIENDS OF THE LENA ARMSTRONG PUBLIC LIBRARY BYLAWS**

## **Proposed changes added to current bylaws**

**(Spell “bylaws” consistently)**

Executive Committee nor any officer shall have the authority to incur any indebtedness beyond the funds on hand after deducting all unpaid obligations.

### **Article IX – Meetings**

The annual meeting of The Friends shall be at a time and place determined by the Executive Committee. Appropriate notification shall be given to the members.

- A. A quorum for the annual general membership meeting shall consist of a minimum of two officers and four of the twelve board members attending in person or by proxy.
- B. Meetings of the Board of Trustees shall be called by the President.
- C. A quorum for the Board of Trustees’ meetings will consist of three members of the Executive Committee and four of the remaining twelve members of the Board of Trustees attending in person or by proxy.
- D. Proxy votes may be permitted at both the annual general membership meeting and the Board of Trustees’ meetings. Any member of The Friends may sign a statement that gives the member’s right to vote to another member. Any such written proxy will be considered to expire 30 days from the date of the proxy if not otherwise stated. In no case shall a written proxy be valid beyond the membership expiration date of either the member signing or receiving the proxy or beyond 45 days from the date of execution.

### **Article X – Parliamentary Authority**

The Friends will be governed according to Roberts Rules of Order: Newly Revised, where such rules do not conflict with the Bylaws of this organization

### **Article XI – Amendments**

These bylaws may be amended by a two-thirds vote of those members present at the annual meeting. Alternatively, these bylaws may be amended by a two-thirds vote of those members present at a special meeting, provided that notice of the special meeting informs the members that the question of bylaw amendments will be considered.

### **Article XII – Final Disposition of Assets**

**FRIENDS OF THE LENA ARMSTRONG PUBLIC LIBRARY BYLAWS**

**Proposed changes added to current bylaws**

**(Spell “bylaws” consistently)**

While this organization is organized with perpetual existence, in the event that the organization is ever determined to dissolve, then in such event the organization shall pay and discharge all of its indebtedness, if any, from the property and assets, and upon dissolution, no part, portion, or share of any property of this organization shall ever be distributed to or become property of any member, director, or officer of this organization. In the event of dissolution, and after payment of all claims due by it, all property and assets remaining shall be and become property of the City of Belton.

**Article XIII – Financials**

- A. The fiscal year shall be from January 1 – December 31.
- B. Financial records shall be reviewed by persons selected by the Executive Committee within 30 days prior to or 30 days after a change of Treasurer.

*Proposed: B. Financial records shall be reviewed by persons selected by the Executive Committee within 30 days prior to or 30 days after a change of Treasurer. **If the same Treasurer serves two consecutive terms in that office the financial records shall be reviewed within 30 days prior to or 30 days after the end of each term.***

\* \* \* \* \*

(Originally approved at The Friends’ organizational meeting January 22, 2002; updated at the General Membership Meeting January 30, 2003; General Membership Meeting January 27, 2005; General Membership Meeting January 26, 2006; General Membership Meeting January 25, 2007; General Membership Meeting April 28, 2016; and General Membership Meeting April 25, 2019)