

**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 consider requests from the Library Director for the purchase of items not included in the County Budget for the Library. These purchases are 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 sympathy 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.
- 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
- Finance
- Communications

The chairperson of each committee shall submit to the President an organizational chart and list of activities being conducted within their

committee. An update of the organizational chart will be required at the beginning of each calendar year or more often if requested by the President.

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 which will normally be conducted in September. Additional nominations may be made from the floor at that meeting.
- Section 3.** Items brought before the Executive Board for a vote shall be voted upon by the elected officers and the chairpersons of the standing committees.
- Section 4.** Should an elected officer resign, or for personal reasons an elected office becomes vacant within the first year of office, a Nominating Committee shall be appointed and candidates proposed for the vacated office. A vote, as described in Section 3 above, shall be taken at the next meeting of the general membership. Should the vacancy occur after the officer's first year in office 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 November 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, unless incapacitated are required to sign all checks exceeding Five Hundred Dollars (\$500). The 1st 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 be normally conducted in November.
- Section 2.** Members shall be notified of meeting through the press at least two (2) weeks prior to the date of the Annual Meeting.
- 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

- 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 at the Flagler County Public Library 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.

If at any future date, should the "Friends of the Library of Flagler County" be dissolved all accumulated funds in any category, following payment of all debits and liabilities, will be forwarded to the Flagler County Library Board of Trustees and the Flagler County Board of County Commissioners shall so be notified of such action.

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