

Case-Halstead Public Library

Friends of the Library By-Laws

ARTICLE I

Name

The name of the organization shall be Friends of the Case-Halstead Public Library.

ARTICLE II

Purpose

Section 1. The Friends of the Case-Halstead Public Library shall be a non-policy, non-profit organization whose purpose shall be to promote the interests and welfare of the Case-Halstead Public Library as a cultural and educational asset to the City of Carlyle.

Section 2. This organization shall at all times cooperate with the Library Board of Trustees, Illinois Library System, and other pertinent organizations in the promotion of better library services in Illinois.

ARTICLE III

Membership

Section 1. Any person interested in the welfare of the Case-Halstead Public Library may become a member upon payment of dues, as set at the annual meeting.

Section 2. Memberships are as follows: Individual, Senior, Family, and Student. Membership fees shall be set at the annual meeting.

ARTICLE IV

Meetings

Section 1. Regular meeting shall be held monthly or as set by the Executive Board.

Section 2. The December meeting shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, selecting an auditor, and for any other business that may arise.

Section 3. There shall be an annual audit of the financial records before the new officers take office in January.

ARTICLE V

Officers and Their Election

Section 1. The officers shall be a President, Vice-President, Secretary, and Treasurer.

Section 2. Duties of the President shall be to preside at all meetings, appoint special committees as needed, and authorize calls for any special meetings.

Section 3. Duties of the Vice-President shall be to assume the duties of the President in the absence of the President.

Section 4. Duties of the Secretary shall be to keep true and accurate account of all meeting proceedings and shall have custody of the minutes.

Section 5. Duties of the Treasurer shall be to take charge of all the financial transactions of the organization, all dues and monies, and shall keep an accurate record thereof.

Section 6. A committee appointed by the President shall nominate the officers at the November

meeting. Nomination for office may also be made from the floor provided consent of the person nominated has been obtained before the nomination is made.

Section 7. The officers shall be elected at the Annual Meeting for a term of one (1) year, or until their successors are elected.

Section 8. Election shall be by ballot unless there is only one (1) nominee for the office.

Section 9. A majority of those present and voting shall be necessary for the election of the nominee.

Section 10. No officer shall hold more than one (1) elective office at one (1) time, nor shall any officer serve more than two (2) consecutive terms in the same office.

Section 11. The term of officers elected shall begin with the calendar year.

Section 12. Special meetings shall be held at the call of the President, or upon the written request of three (3) members, or upon the request of the Executive Board, provided a notice is given five (5) days previously.

Section 13. Notice of all meetings shall be posted on the Case-Halstead website and posted in the Case-Halstead Public Library.

ARTICLE VI

Executive Board

Section 1. The officers and chairs of the Standing Committees shall constitute the Executive Board, of which the President and Secretary shall be Chairs and Secretary, respectively.

Section 2. The Executive Board shall manage the affairs of the organization in the interval between meetings.

Section 3. A member of the Case-Halstead Library Board and the Librarian of the Case-Halstead Public Library shall be ex officio members of the Executive Board. The Library Board member and the Librarian shall not have the privilege of voting.

Section 4. Meetings of the Executive Board shall be held at the call of the President or upon written request of three (3) members of the Executive Board, due notice having been given.

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

ARTICLE VII

Standing Committees

Section 1. The President, as necessary, shall appoint standing Committees of Membership, Budget and Finance, and Publicity. The incoming Committee Chairs may appoint a corresponding Secretary.

Section 2. The President may appoint special Committees for the study and investigation of special problems. Such committees are to serve until the completion of the work for which they were appointed.

Section 3. Active work of the Friends of the Case-Halstead Public Library shall be done through committees appointed as necessary.

Section 4. It shall be the duty of each Committee Chair or officer to turn over the complete records of their activities to incoming officers.

ARTICLE VIII

Funds

Section 1. This organization shall be authorized to accept funds from groups and individuals desiring to contribute to the welfare of the Case-Halstead Public Library.

Section 2. Funds shall be expended only in accord with the purpose of the organization.

ARTICLE IX

Quorum

Section 1. The members present shall constitute a quorum, provided two (2) officers are present.

Section 2. Two (2) general officers and a majority of the standing committee chairs shall constitute a quorum of the Executive Board.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases, in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order which the organization may adopt.

ARTICLE XI

Amendments

These By-Laws may be amended at any meeting by a two-thirds (2/3) vote of the majority of members present and voting, provided a written proposed amendment signed by two (2) members has been submitted to the Executive Board, and in turn posted by the Secretary at least fifteen (15) days prior to any business meeting.