

## **BY-LAWS**

### **FRIENDS OF THE ARGYLE FREE LIBRARY**

#### **ARTICLE I - Name**

The name of this organization shall be the Friends of the Argyle Free Library, Argyle, NY

#### **ARTICLE II – Purpose**

Section 1. The Friends of the Argyle Free Library is a service organization whose purpose shall be to acquaint the community with the library's resources and services, to interpret the library's needs and programs to the community, and to provide assistance in the satisfaction of such needs and programs.

Section 2. It shall not make any decisions concerning policy or administration of the library.

#### **ARTICLE III – Membership**

Members shall be any persons who have an interest and are in accord with the purposes of this organization and who wish to support the Library's welfare.

#### **ARTICLE IV - Officers: Duties, Election and Term**

Section 1. The officers shall be president, vice-president, secretary and treasurer. A representative shall be appointed to act as liaison between the Library Board and the Friends. A representative may be appointed to act as liaison between the Librarian and the Friends.

##### Section 2. Duties of Officers

1. The president shall preside over and conduct meetings and appoint all committee chairpersons with the exception of the nominating committee. The president shall also preside over the executive committee and be an ex-officio member of all committees except the nominating committee.

2. The vice-president shall perform the duties of the president in the absence of the president.

3. The secretary shall record the proceedings of all meetings. The secretary shall keep a copy of the By-laws in the record book. The secretary shall also maintain a list of the membership and conduct the correspondence of the organization.

4. The treasurer shall receive and expend all funds authorized by a majority vote at any meeting or by the executive committee. The treasurer shall also prepare a financial report to be presented at each meeting.

5. The president and treasurer shall be empowered together to spend up to \$100.00 as needed without authorization of the executive committee.

6. The treasurer's books shall be audited annually by a committee selected at a meeting prior to the annual meeting. A report shall be presented at the annual meeting.

### Section 3. Election and Terms of Officers

1. A nominating committee of three members shall be appointed by the executive committee or at a meeting in the spring of a year when any of the officers' terms are expiring. The nominations shall be presented at the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

2. Officers shall be elected at the annual meeting by a majority of those present.

3. The term of office shall be for two years.

## **ARTICLE IV – Meetings and Quorum**

Section 1. An annual meeting shall be held on a date in the month of September to be determined by the executive committee. Members should be notified at least two weeks prior to the annual meeting. There shall be no less than one other meeting each year.

Section 2. A quorum shall consist of no less than six (6) members.

Section 3. Proceedings shall be conducted in the manner prescribed in the Robert's Rules of Order Revised. The order of business shall be as follows:

1. Reading of the minutes of the previous meeting and their approval.
2. Treasurer's report
3. Communications
4. Committee reports
5. Unfinished business
6. Nominations and elections, if any

7. New business
8. Adjournment

## **ARTICLE VI - Executive Committee**

Section 1. The executive committee shall consist of the four officers of the organization.

Section 2. The executive committee shall make corporate decisions that are necessary between membership meetings and shall have the authority to conduct the business of the organization consistent with the purposes of the same.

Section 3. Meetings of the executive committee shall be held at such time and place as said executive committee may determine. Special meetings may be called by the president. Notice of all meetings shall be given to all members of the executive committee.

Section 4. A quorum at a meeting of the executive committee shall be three of the four officers of the organization.

## **ARTICLE VII – By-Law Changes**

These by-laws may be amended or added to at a regular meeting by a majority vote of those present, but only after discussion of such amendment or addition has been made at a prior meeting.

Approved unanimously by vote at the annual meeting,                      September 2010