

# **Friends of the Smoot Library Bylaws**

## **Article I: Name**

The name of this organization shall be Friends of the Smoot Library, hereinafter referred to as the Friends.

## **Article II: Purpose**

The purpose of the Friends shall be to maintain an association of persons interested in the welfare of the Lewis Egerton Smoot Memorial Library, King George, Virginia (hereinafter referred to as the library); to focus public attention on the library; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments and bequests to the library; to support and cooperate with the library in developing library services and facilities for King George County.

## **Article III: Membership**

Membership to the Friends shall be open to all individuals in sympathy with its purposes. A member in good standing is understood to be any member whose dues are paid for the current year. The membership year is from January 1 to December 31. For voting purposes, each member in good standing shall be entitled to one vote. Each family membership in good standing shall be entitled to two votes.

## **Article IV: Organization**

Section 1. The organization shall include a President, Vice President, Secretary, and Treasurer. These officers shall constitute the Executive Board. A slate of officers shall be chosen by the Nominating Committee, and presented and affirmed at the annual meeting. Members in attendance at the meeting will constitute a quorum for voting purposes and any other business that is conducted. Any person in attendance may nominate candidates for office, subject to the candidate's approval.

Section 2. Any committees, standing or temporary, shall be appointed by the President. Each committee shall consist of a chairperson and as many members as necessary to conduct the business of said committee. Committees may be appointed by the President as needed.

Section 3. The Nominating Committee shall consist of a chairperson and as many members as necessary to conduct business. The Nominating Committee shall present a slate of officers for affirmation according to the timetable set by the President and in conjunction with the annual meeting of the Friends.

Section 4. Upon resignation or inability of any officer to serve, the President shall appoint a successor to fill the unexpired term of such officer.

Section 5. Each officer shall serve in staggered terms of two years, with no more than two positions normally up for reelection at any one annual meeting.

### **Article V: Duties of Officers**

Section 1: President: Serves as the primary spokesperson for the Friends of the Library, presides over and conducts meetings of the Executive Board and of the general membership, appoints all committees and is an ex-officio member thereof. The President shall attend the library Board of Trustees general monthly meeting to give a report on the current activities of the Friends.

Section 2: Vice President: Performs the duties of the President in the absence of the President.

Section 3: Secretary: Keeps a permanent record of the minutes of all meetings of the Executive Board, keeps a list of the general membership, and maintains such other records as the President may direct.

Section 4: Treasurer: Collects and disburses all funds, maintains financial records, establishes and maintains a Friends bank account, provides a yearly financial report to the membership at the annual meeting. The Treasurer signs all checks as approved by the President and the Executive Board up to \$1,000; all expenditures over \$1,000 require the signature of the Treasurer and the President.

### **Article VII: Meetings**

Section 1: An annual meeting of the Friends shall be held, the date, time, and place set by the President.

Section 2: Other meetings may be called as needed by the president, or by five members, provided reasonable notice of date, time, and place has been published.

Section 3: A quorum shall be the number of members present at any meeting.

## **Article IX: Dues**

Dues shall be collected annually, at the rates set by the Executive Board.

## **Article X: Funds**

Section 1: Operating and administrative funds are spent as determined by the President and the Executive Board.

Section 2: Financial donations and gifts from the Friends of the Library to the library will be determined based on a prioritized list developed jointly between the Executive Board and the Library Board of Trustees.

Section 3: Fund-raising activities shall be determined by the Friends. New activities shall be reviewed by and subject to the approval of the library Board of Trustees, in order to prevent overlap of use of County resources.

## **Article XI: Parliamentary Procedure**

*Robert Rules of Order Revised* governs this group when not in conflict with these bylaws.

## **Article XII: Amendments**

The bylaws may be amended at any regular or special meeting of the Friends by a two-thirds majority of the members present. However, the intention to amend bylaws must be given by written notice to the members two weeks prior to the meeting at which time they are to be presented for consideration and a vote. Such notification shall contain the text of the proposed change, but the text may be changed by motion from the floor.

## **Article XIII: Dissolution of Organization**

Upon dissolution of the Friends, all available funds shall be turned over to the library Board of Directors to be used for the good of the library.