

Constitution and By-Laws  
of  
Friends of the Galesburg Public Library

Article I Name

The corporate name of this organization shall be Friends of the Galesburg Public Library.

Article II Aims and Purposes

- Section 1. To provide an opportunity for interested persons to become a part of a library service organization.
- Section 2. To develop a broad base of community support for the Galesburg Public Library.
- Section 3. To provide a means for utilizing the interests, talents and services of volunteers in library-related activities.
- Section 4. To serve as a resource to be drawn upon by the library staff in ways which it deems appropriate, through volunteer projects.
- Section 5. To serve as a means for disseminating information about the library to the community.

Article III Basic Policies

- Section 1. The Friends of the Galesburg Public Library shall abide by all State and Federal laws governing non-profit organizations.
- Section 2. The Board of Directors of the Galesburg Public Library is the governing authority of the Library and has the ultimate responsibility for every phase of its function. The Friends of the Galesburg Public Library shall not involve itself in policy and governing functions, and shall not perform as an advisory organization or as a vehicle for community input into the governing process of the Library, including the censorship or inclusion of Library materials.
- Section 3. All Friends' plans, proposed activities, and proposed by-laws are subject to approval of the Board for the purpose of ascertaining their appropriateness and compatibility with Board policy and purpose.

- Section 4. The staff of the Galesburg Public Library is responsible to the Board for the performance of the administrative, professional and clerical functions necessary to maintain an efficient and effective library. Volunteer work carried out through The Friends will not be involved with the performance of these basic functions. All volunteer work within the Library is subject to approval, training and orientation by the Library staff.
- Section 5. Membership shall be open to all persons subscribing to the goals and purposes of the organization upon submitting a membership form and paying dues. Membership shall not be denied to any person on the basis of age, sex, race, color, creed, national origin or residence.
- Section 6. Fund raising activities shall be engaged in for specifically stated purposes, as approved by the Board. All funds shall be handled by the Treasurer of The Friends of the Galesburg Public Library and allocated as specified. Sums of money shall not be accrued and/or retained by special committees or individuals.

#### Article IV Membership

- Section 1. Membership shall be open to any person or organization subscribing to its goals and purposes upon submitting a membership form and payment of annual dues.
- Section 2. Annual dues shall be determined by the Coordinating Committee with the approval of the majority of its members present and voting. Dues shall be payable on or before January 1 or each year. Each member, whether individual or organization, shall be entitled to one vote.
- Section 3. Additional members may be accepted at any time.

#### Article V Officers and Elections

- Section 1. The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Friends of the Galesburg Public Library.
- Section 2. Nomination for office shall be made by a nominating committee. The President shall appoint a chairperson to select a committee consisting of three voting members of the Friends of the Galesburg Public Library for the purpose of nominating a slate of officers to be presented to the general membership at the annual meeting. These nominations shall be presented in the library newsletter and on the library web site at least two weeks preceding the annual meeting. Before the election at the annual meeting, additional nominations received by mail and from the floor shall be permitted. No person shall be nominated that has not given consent to serve in the specified office.

Section 3. No officer shall be eligible for the same office for more than two consecutive terms. For this purpose, those who have served half a term or more shall be considered to have served a full term. New officers shall take office at the end of the annual meeting.

#### Article VI Duties of Officers

Section 1. The President shall preside at all meetings of the membership and Coordinating Committee, appoint chairpersons of special committees, be a member ex-officio of all committees except the nominating committee, and perform such other tasks as are appropriate to the office.

Section 2. The Vice-President shall assist the President and preside in his absence.

Section 3. The Secretary shall keep the minutes of all meetings, shall provide the chairperson with a memorandum of all unfinished business for all meetings, and see that all notices are duly given in accordance with the provisions of these by-laws or as required by law.

Section 4. The Treasurer shall have charge of all funds belonging to the organization, collect all dues and keep an account of the same, expend money with the approval of the Coordinating Committee upon receipt of a written voucher or invoice, keep full and accurate accounts of all receipts and disbursements in books belonging to the organization, present a report at the annual meeting and keep a register of all members that includes membership status and contact information. The books of the organization shall be audited annually, and shall be turned over promptly thereafter to the new treasurer. A qualified person shall be appointed by the Coordinating Committee to perform the audit.

#### Article VII Meetings

Section 1. The organization shall hold its annual meeting on the third Thursday of June. Special meetings shall be called by the President or the Coordinating Committee, provided five days notice has been given. Five days notice shall be given for any change of the regular meeting date. Reports are received and officers assume their duties at the close of the annual meeting.

Section 2. Meetings of the organization are open to any person, but voting shall be limited to members of the organization whose dues are paid.

Section 3. The membership attending, including at least one officer, constitutes a quorum.

## Article VIII Coordinating Committee

- Section 1. The Coordinating Committee shall consist of the elected officers, the chairpersons of the standing committees, two members of the Board of the Library, a member of the staff of the Library, and the Library Executive Director. The two members representing the Board of Directors shall be appointed by the President of the Board, and the Library staff member shall be appointed by the Library Executive Director.
- Section 2. The Coordinating Committee shall serve in the capacity of a board of directors, and shall transact such business as may be referred to it by the membership or the Library Executive Director, act in emergencies between meetings of the membership, fill vacancies in office, create standing committees, approve plans of work of standing committees, and report at the regular meetings of the membership.
- Section 3. The Coordinating Committee shall meet quarterly, if necessary, or as scheduled. Special meetings of the Coordinating Committee may be called by the chairperson or by three members of the Coordinating Committee.
- Section 4. A majority of the Coordinating Committee, including at least one officer, shall constitute a quorum.

## Article IX Committees

- Section 1. Such standing committees shall be created by the Coordinating Committee as may be deemed necessary to promote the goals and carry on the work of the organization.
- Section 2. The chairpersons of standing committees shall be appointed by the President for one year.
- Section 3. The chairperson of each standing committee shall present a plan of work to the coordinating Committee for approval. No work shall be undertaken without its approval.
- Section 4. Special committees may be appointed by the President when such committees are deemed necessary.
- Section 5. The President shall be a member ex-officio of all committees except the nominating committee.

- Section 6. Standing committees shall consist of:
- a. Book Sale Committee. This committee shall be responsible for organizing and publicizing the book sales.
  - b. Finance Committee. This committee shall consist of the President, the Treasurer, the Library Executive Director, and two other Coordinating Committee members.
  - c. Other standing committees may be designated by the Coordinating Committee with the approval of the Board as circumstances warrant.

#### Article X By-Laws

- Section 1. These by-laws shall be adopted upon the unanimous vote of the members of the Coordinating Committee and the approval of the Library Board.
- Section 2. These by-laws may be amended, repealed, or new by-laws adopted by a 2/3 vote of the coordinating Committee and the approval of the Library Board.
- Section 3. At least 30 days written notice shall be given to the members of the Coordinating Committee of a proposed amendment, repeal or adoption of new by-laws, prior to the date of the meeting where action is taken.

#### Article XI Dissolution

In the event of dissolution of this organization, its assets shall become the property of the Galesburg Public Library for one or more of the exempt purposes.

#### Article XII Parliamentary Authority

Robert's Rules of Order Revised shall govern this organization in cases where they are applicable and in which they are not in conflict with the by-laws.

Revised and adopted by the Coordinating Committee 4-24-12  
Approved by the Library Board