

BY-LAWS

Friends of the Racine Public Library

ARTICLE I

The organization shall be called Friends of the Racine Public Library.

ARTICLE II

The purpose of this organization shall be to assist the Racine Public Library in developing programs to meet current community needs, to assist in promoting knowledge of and participation in library programs, and to provide a channel for individuals and organizations to express ideas and make suggestions for library use and services. This shall be a nonprofit organization.

ARTICLE III

Section 1.

All persons interested in being a member are welcome to join the Friends of the Racine Public Library.

Section 2.

- A. Annual membership dues shall be:
 - 1. Adult single: \$10
 - 2. Family: \$15
 - 3. Supporter: \$25
 - 4. Life member: \$150
 - 5. Sponsor(i.e. business): \$500
- B. Membership year is January 1 through December 31.

Section 3.

- A. All dues and funds shall be made payable to: Friends of the Racine Public Library.
- B. Funds shall be disbursed by the Treasurer and/or President of the organization.
- C. All disbursements over \$25.00 must be approved by the Executive Board.
- D. An annual audit of the organization's financial accounts shall be made and distributed to the Executive Board.

ARTICLE IV. OFFICERS AND EXECUTIVE BOARD

Section 1.

The Executive Board's voting members shall include the officers(Pres., Vice-Pres., Secretary, Treasurer), a representative from the Board of Library Trustees, the chairpersons of all standing committees, the immediate past president, and other Friends appointed by the President. The City Librarian and a library employee appointed by the City Librarian shall sit on the Executive Board as nonvoting members.

Section 2.

- A. Officers shall be elected at the annual meeting by a majority of those

members present.

B. Officers shall serve a term of one year beginning January 1 or shall serve until their successors are elected.

C. Candidates for elective offices shall be nominated by the Nominating Committee or may be nominated from the floor at the time of the election.

D. Consent of the nominee must be obtained.

E. Vacancies occurring in any office before the annual meeting shall be filled by the Executive Board.

Section 3.

A. Standing committees shall include: Program, Membership, Publicity, Nominating, and others as deemed necessary by the Executive Board.

B. Chairpersons of all standing committees shall be appointed by the President with the approval of the Executive Board and shall serve a term of one year or until their successors are appointed.

C. Vacancies shall be filled as soon as possible through appointment by the President.

ARTICLE V. DUTIES OF OFFICERS, EXECUTIVE BOARD MEMBERS AND COMMITTEE CHAIRPERSONS

Section 1.

The duties of the officers and committee chairpersons shall be such as are implied by their respective titles and such as are specified in these bylaws.

Section 2.

A. The President shall be the presiding officer at all meetings of the Executive Board and of the members. The President shall appoint all special committees, subject to the approval of the Executive Board. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall be the Chief Executive Officer of the organization and shall carry out and execute the plans and policies determined by the Executive Board.

B. The Vice-President shall, in the President's absence, act in the capacity of President. He/she shall assist the President and be President-elect.

C. The Secretary shall keep minutes of all meetings and take care of necessary correspondence.

D. The Treasurer shall keep the books, write and mail checks for business expenses, and collect all moneys.

Section 3.

A. The Program Chairperson shall work with his/her committee to plan programs.

B. The Membership Chairperson shall work with his/her committee in recruitment of new members. He/she shall maintain the membership list and report changes in membership to the Executive Board.

C. The Publicity Chairperson shall work with his/her committee to handle all aspects of this area as the need arises.

D. The Nominating Committee shall present a slate of nominees at the annual meeting for elective offices.

Section 4.

Additional board members may be appointed by the President. A Board member

shall serve a term of three years beginning January 1, and may be reappointed. Board members shall be appointed by the President subject to the approval of the Board.

ARTICLE VI. MEETINGS

Section 1.

Unless otherwise authorized by the Executive Board, the annual election and business meeting of members shall be held in the fall on a date to be determined by the Executive Board.

Section 2.

A quorum shall be the number of paid members attending at the time of the stated meeting.

Section 3.

The Executive Board shall meet at least four times per year.

Section 4.

All meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VII. AMENDMENTS

These bylaws may be amended at any meeting of the organization by a two-thirds vote of members present. Written notice of said amendment changes shall be sent to all members at least two weeks prior to said meeting.

Amended and approved, November 10, 2007.

1/2008