

CONSTITUTION AND BY-LAWS OF THE FRIENDS OF THE NORTH RIDGEVILLE BRANCH LIBRARY, INC

A Branch of the Lorain Public Library System, INC

Amended 09 July 2012

Article I—Name

The name of this organization is “The Friends of the North Ridgeville Branch Library, Inc.”

Article II—Purpose

The purpose of this organization is to maintain an association of persons interested in libraries and their associated services; to support the mission and goals of the North Ridgeville Branch Library and the Lorain Public Library System (LPLS); to focus public attention on library services, facilities and needs; to raise funds and influence the gifts of books, magazines, desirable collections, endowments, scholarships and bequests to the Library.

Article III—Membership

Section 1: Membership in this organization is open to all individuals in accord with its purposes, including representatives of organizations and clubs desirous of representation.

Section 2: Each member present at a meeting is entitled to one vote.

Section 3: Dues, in the amount determined by the Board of Directors, are paid annually to the treasurer. Membership follows the fiscal year.

Article IV—Officers and Committees

Section 1: The officers are president, vice president, secretary, and treasurer. All officers must be current members. Terms of office shall be for two years. Elections are held at the annual meeting. An individual may hold more than one office but remains entitled to only one vote.

Section 2: These officers comprise the Board of Directors and serve as the governing body of the Friends of the North Ridgeville Branch Library, Inc. They meet at the call of the president. Vacancies are filled by appointment of the Board. The head librarian of the North Ridgeville Branch is an ex-officio member of the Board, and has no vote.

Section 3: Standing committees of the Friends of the North Ridgeville Library, INC are: Archives, Book Sale, By-Laws, Communication, Finance Audit, and Membership. Other committees may be appointed by the President as an ad-hoc committee.

Section 4: The Finance Audit Committee:

(A) The Finance Audit Committee shall be made up of three active members of the organization and reports to the President of the organization.

(B) The composition of the committee: the Compliance Officer is chair of the committee, is separate from the Treasurer, and is appointed by the President. Two members are chosen from the active membership by the Compliance Officer. The Compliance Officer serves a term of two years; the two active members shall serve a term of one year.

(C) The treasurer serves as an ex-officio member of the committee.

(D) The duties of the committee shall include the annual review of the finances of the organization and recommendations or suggestions to improved accounting practices. The members of this committee serve as an oversight committee and report any findings to the treasurer and the President.

Article V—Meetings

Section 1: An annual meeting is held in March for the purpose of electing officers, receiving various reports, and enacting other business. Additional meetings are held approximately four times a year as called by the president. Written notification is to be sent to all regular members at least two weeks in advance. All meetings are open to the public.

Section 2: Meetings are conducted according to the guidelines of Roberts Rules of Order.

Article VI—Funds

Section 1: The fiscal year begins January 1 and ends December 31 of that year.

Section 2: The treasurer is responsible for maintaining adequate records, filing required reports with government entities, and for presenting a financial report at each regularly scheduled meeting. An annual audit shall be made of the organization's finances and a report given at the Annual Meeting.

Section 3: All funds dispersed must be for the benefit of the North Ridgeville Branch Library, for its services and programs, or for the administration and operation of the Friends of the North Ridgeville Branch Library, INC.

Article VII—Amendments to By-Laws

The By-Laws may be amended at any regular meeting of this organization by a two-thirds vote of the membership present provided that notice of the proposed amendment is mailed to all members at least ten days prior to the meeting.

Article VIII—Dissolution

If the Friends of the North Ridgeville Branch Library, INC organization is dissolved, all property not needed for payment of debts and expenses will revert to the North Ridgeville Branch Library.

Original: May 02, 2000
Adopted: February 20, 2003
Revision Adopted: March 11, 2003
Revision Adopted: July 10, 2008
Revision Adopted: March 22, 2010
Revision Adopted: July 09, 2012