

## **BYLAWS**

### **Friends of Domonkas Public Library of the Lorain Public Library System**

#### **Article I**

##### **Name**

The name of this organization shall be the Friends of Domonkas Public Library of the Lorain Public Library System.

#### **Article II**

##### **Purpose**

The purpose of this organization shall be to maintain an association of persons interested in books and libraries; to support the mission and goals of the Lorain Public Library System as determined by the Board of Trustees of the Library; to focus public attention on library services, facilities and needs of the Lorain Public Library System; to raise funds and influence the gifts of books, magazines, desirable collections, endowments, scholarships and bequests to the library through ways approved by the Trustees of the Lorain Public Library System.

#### **Article III**

##### **Membership**

Section 1. Membership in this organization shall be open to all individuals interested with its purposes, and to representatives of organizations and clubs when such representation is desired, in which case dues shall be paid by the organization.

Section 2. Each organization and individual member and family membership shall be entitled to one vote.

Section 3. Members may bestow an honorary membership to an individual family, organization or business by an affirmative vote.

#### **Article IV**

##### **Officers and Committees**

Section 1. The officers shall be a President, a Vice-President, a Recording Secretary (takes attendance at all meetings in addition to minutes), and a Treasurer (maintains financial records) and a Membership Chairperson (retains membership records).

Section 2. The standing committees, appointed by the President may include Book sale Chairperson (organizes book sales), Publicity and Newsletter (prepares newspaper and special events announcements), Gifts and Bequests (solicits donations from citizens, organizations and businesses; encourages memorial fund donations), and Historian (keeps a scrapbook, correspondence, photos, newspaper articles).

Section 3. The officers and standing committee chairs, shall serve as the governing body of this organization. The President will call a meeting as needed. The Director of the Library, or the Director's designee, shall be an ex-officio member of the Board of Directors and shall have a voice but no vote.

Section 4. The direction of affairs of this organization shall rest with the Board. The President will serve as Chairperson and appoint the standing committee chairs with the approval of the Board. A majority of the members of the Board shall constitute a quorum for the transaction of business.

Section 5. The President and the Library Director or his/her designee, are ex-officio members of all committees with the exception of the Nominating Committee.

Section 6. A committee to nominate the officers will be appointed by the President in March. The nominating committee will present their slate of officers at the spring meeting and nominations from the floor will be taken. The election of officers will be at the spring meeting.

Section 7. The President will appoint an ad-hoc committee to review the bylaws at a committee meeting prior to the spring meeting if changes to the bylaws are needed. The committee shall present any changes to the full membership at the next regularly scheduled meeting to be voted upon. Copies of the revised and dated bylaws will be available for all members.

Section 8. Vacancies arising on the Board shall be filled by appointment made by the President.

## **Article V**

### **Meetings**

Section 1. Meetings will be held quarterly beginning in January of each year and may be changed to earlier or later dates by a quorum of members present. Meetings can also be held via electronic means as deemed necessary by the Executive Committee comprised of the President, Vice President, Recording Secretary and Treasurer.

Section 2. One-fifteenth of the voting membership shall constitute a quorum at any regular or special meeting.

Section 3. The spring meeting shall be for the election of officers, presentation and voting upon changes in bylaws, establishment of the membership meeting dates and transaction of any other business.

## **Article VI**

### **Dues**

Section 1. The annual dues shall be as follows: Individual- \$5.00, Family - \$7.00.

Section 2. The fiscal year of this organization shall begin on January 1 and end on December 31 of each year. Dues shall not be pro-rated if joining after January 1<sup>st</sup> unless voted on by the membership.

## **Article VII**

### **Funds**

Section 1. The Treasurer shall be responsible for maintaining adequate books of accounts and presenting financial reports to the Board and the membership.

Section 2. The President shall appoint an auditor, not an officer, to audit the Treasurer's books before the spring meeting.

Section 3. All funds disbursed must be expended for the benefit of the Lorain Public Library System, one of its branches, services or programs, The Foundation of the Lorain Public Library, Inc., or for the purpose of the operation and administration of the Friends of Domonkas Public Library of the Lorain Public Library System. Friends of the Library may expend funds to market and promote the Friends group in their local communities. The President and Treasurer may approve expenditure of funds for immediate need up to \$100 per incident.

Section 4. The Friends of Domonkas Public Library shall establish memorial funds. Use of memorial funds shall be made as deemed appropriate by the Friends of Domonkas Public Library and the Lorain Public Library System. Donations or memorials shall be used for the greatest benefit of Domonkas Public Library.

Section 5. The Treasurer shall submit a copy of the annual report of revenues and expenditures to the Fiscal Officer of the Lorain Public Library System following the audit.

Section 6. Annually, the Treasurer will order, purchase, and present the Brookside High School yearbook to the Domonkas Public Library.

Section 7. The Treasurer shall submit a budget proposal for the upcoming year. This proposal shall be presented to the membership at the first meeting of the fiscal year and shall contain the estimated revenues and expenditures for the year.

## **Article VIII**

### **Parliamentary Authority**

All meetings shall be conducted according to “Robert’s Rules of Order, Revised,” except when in conflict with these bylaws or with the laws of the State of Ohio.

## **Article IX**

### **Affiliate Membership**

The Friends of Domonkas Public Library of the Lorain Public Library System will participate whenever possible in programs and/or meetings of the Lorain Public Library System Friends group.

## **Article X**

### **Property and Dissolution**

The interest of a member in property of the organization is limited to its use for organization purposes. If the organization is dissolved, all its property not needed for the payment of its debts and expenses shall be transferred or conveyed to the Lorain Public Library System for a purpose to be determined by the Library Board. In the absence of such a selection or determination by the Board, it may be made by a court of competent jurisdiction.