

# FRIENDS OF LINEBAUGH PUBLIC LIBRARY

## BYLAWS

*Revised August 2018*

### ARTICLE 1. MEETINGS

**Section 1.** Friends of Linebaugh Public Library shall meet no less than annually on dates to be determined by the board of directors.

**Section 2.** The board of directors shall meet at least quarterly, August through June. The president may call a meeting of the board at any time by furnishing each member three (3) days notice prior to the called meeting.

**Section 3.** The president shall, at the written request of 25 members, or by a vote of the board of directors, call a meeting of the membership within thirty (30) days.

**Section 4.** Not less than fifty-one percent (51%) of the current recognized board of directors present for their meeting shall constitute a quorum either in person or electronically.

**Section 5.** Regular and Special Meetings of the Friends may be held in person or by electronic means (such as e-mail or other Internet communication systems, telephone conferences, video conferences, facsimile, etc.) to allow for the full participation of Friends' members to make decisions, including write-in ballots, online, e-mail, facsimile or phone voting. All voting (regardless of format) will be reflected in the minutes.

**Section 6.** The Board may have recurring, non-voting guests. These individuals do not have any impact on the quorum.

### ARTICLE II. BOARD OF DIRECTORS

**Section 1.** The Board shall consist of no fewer than seven (7) or no more than thirteen (13), always being an odd number.

**Section 2.** Terms and duties of board of directors and officers

- a. President: To preside over and conduct meetings and to appoint all committees and be an ex officio member thereof, except the nominating committee. Term is one (1) year.
- b. Vice-President: To perform the duties of the president in the absence of the president, to act as an aide to the president, and to serve as membership chairman. Term is one (1) year.

- c. Treasurer: To keep and maintain the financial records of the organization. Term is two (2) years.
- d. Secretary: To record the minutes of all meetings; to notify the members of the time and place of meetings; and to conduct the correspondence of the organization and read correspondence at the meetings, as requested by the president. Term is one (1) year.
- e. Directors: To accept duties as designated by the Board.

### **ARTICLE III. AMENDMENTS**

These Bylaws may be amended at any meeting of the membership by a two-thirds vote of the members present and voting, provided a written proposed amendment has been submitted to the board of directors not later than 30 days prior to the meeting and posted in the library not later than two weeks prior to the meeting.

### **ARTICLE IV. TAX EXEMPT STATUS**

**Section 1. Purposes.** The purposes for which Friends of Linebaugh Public Library is organized are exclusively literary and educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

**Section 2. Activities.** Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

**Section 3. Dissolution.** In the event of dissolution, the residual assets of the organization will be turned over to one or more organization which themselves are exempt as organizations described in sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purposes.

### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The latest edition of Robert's Rules of Order shall govern the proceedings of this organization unless they are in conflict with the Constitution or these Bylaws.