

ALGOMA LIBRARY FRIENDS CONSTITUTION

Article I Name

The name of this organization shall be the Algoma Library Friends, herein referred to as A.L.F.

Article II Purpose

The purpose of this organization shall be to support, promote, and encourage the use of the Algoma Public Library.

Article III Membership

Any person may become a member upon payment of the dues prescribed in the By-laws.

Article IV Officers

Section I Officers The officers of this organization shall be President, Vice President/President-elect, Corresponding Secretary, Recording Secretary, Treasurer, and Bookstore Manager who, with the chairpersons of all standing committees and members at large, shall constitute the Executive Board, all of whom are voting members.

Section 2 Terms The officers shall be elected for a one year term at the annual meeting. The terms of office shall commence on election to the office. All officers may be reelected indefinitely.

Article V Committees

Section I Standing Committees The standing committees shall be as follows:

1) Friends Library Service Volunteers 2) Membership 3) Public Relations 4) Hospitality 5) Out Reach Projects The chairperson of each shall be appointed by the President, with the approval of the Executive Board. The duties of the committees shall be provided in the By-laws.

Section 2 Special Committees The President may appoint special committees, the terms of which shall expire at the end of the project or with the term of the President unless continued by the new President. Said special committees shall be approved by the Executive Board.

Section 3 Members-at-large The President or other board members may (appoint) recommend 3-4 candidates to serve as members-at-large to the Executive Board (at his/her discretion) who will vote on recommendations.

Article VI By-laws

The organization shall adopt By-laws for the conduct of its affairs in harmony with this constitution.

Article VII

Notwithstanding, anything in this Constitution or the By-laws to the contrary, the organization shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code 1954, or corresponding provisions thereof from time to time in effect.

Article VIII

The organization shall not:

1. Engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1954 or corresponding provisions thereof from time to time in effect.
2. Retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1954 or corresponding provisions thereof from time to time in effect.
3. Make any investments in such a manner as to subject it to tax, under Section 4944 of the Internal Revenue Code of 1954 or corresponding provisions thereof from time to time in effect.
4. Make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1954 or corresponding provisions thereof from time to time in effect.

Article IX Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the members present at any annual meeting or at any special meeting for that purpose.

By-Laws

Section 1 Annual Meeting

The annual meeting of this organization for the election of officers and the transaction of business, shall be held in the month of January of each year, at such date as determined by the Executive Board, at which time reports of officers and committees shall be made, together with all other business of the organization. Members shall be notified at least two weeks prior to the date of such meeting by newsletter, newspaper, postcard, or email.

Section 2 Special Meetings

Special meetings of the organization may be called at any time (by order of the Executive Board) at the request of three members of the Executive Board.

Section 3 Quorum

A majority of the Executive Board shall constitute a quorum for the transaction of business. Robert's Rules of Order Revised, when not in conflict with these By-Laws, or the constitution, shall govern the proceedings of this organization.

Section 4 Dues

Dues shall be paid annually and shall become due (on January 1) in January. Individual membership shall be: Individual \$5.00. Lifetime individual \$25.00.

Section 5 The Executive Board

(a) The Executive Board shall consist of the officers of the organization, the chairpersons of all the standing committees, and members-at-large.

(b) The Algoma Library Director shall be an ex-officio member of the Executive Board.

(c) Meetings of the Executive Board shall be held a minimum of 6 times a year.

(d) The Executive Board shall exercise such powers and control as are usually exercised by governing boards, (and shall, in the interim between meetings of the organization, have control of the affairs of the organization with power to act on its behalf.

Section 6 Duties of Officers

(a) **President** The President shall preside at all meetings of the organization, and the Executive Board, having a written agenda which will be mailed with the secretary's minutes, to board members prior to the meeting. The President shall perform all duties incident to the office and recommend such actions as he/she deems useful to the organization and shall be an ex-officio member of all standing and special committees.

(b) **Vice-President/President-Elect** The Vice-President shall act in the absence of the President. The Vice-President may be the President-Elect during his/her office.

(c) **Corresponding Secretary** The Corresponding Secretary shall carry on the correspondence of the organization, at the discretion of the President.

(d) **Recording Secretary** The Recording Secretary shall keep an accurate record of (all) meetings and give notice of (all) meetings at least one week prior to such meetings, except for specially-called meetings.

(e) **Treasurer** The Treasurer shall receive and disburse all funds of the organization, subject to the approval of the Executive Board. He/She shall deposit all the organization moneys in the name of the organization, and shall collect and record all dues, prepare financial reports. He/She shall pay all bills. All expenditures must have approval of the Executive Board prior to being made, except for the regular budgeted items. The Treasurer shall serve for at least two terms.

(e) **Bookstore Manager** The Bookstore Manager shall oversee the operation of the bookstore.

(e) **Officers & Chairpersons are expected to attend all meetings.**

Section 7 Duties of Committees

(a) (Library Service) **Friends Volunteer Service Committee** shall have the responsibility for all volunteers whose work extends the services of the library.

(b) (Friends Volunteers) **Hospitality Committee** shall have the responsibility for hospitality for events requiring refreshments and programs.

(c) (Membership Committee) **Membership Committee** shall have the responsibility for recruiting new members and keeping current membership lists, also mailing the newsletter and any other general membership mailings. Renewal of dues.

(d) (Public Relations) **Public Relations Committee** shall be responsible for informing the public of all activities sponsored by the organization, including newsletter 3-4 times a year.

(e) (Outreach Projects) **Outreach/Projects Committee** shall be responsible for events or programs that serve the general community as authorized by the board.

Section 8 Amendments

Amendments to these By-Laws may be made at any meeting of the general membership by a majority vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place.

Section 9 Files And Records

Officers and Committee chairpersons shall maintain and preserve official files of organization documents, correspondence, and material and turn such files over to their respective successors in office.

Section 10 Nominating Committee

The Nominating Committee shall consist of three members serving one year who shall present a slate of candidates to the members at the annual meeting. The committee shall be chosen as follows: One person shall be a member of the Executive Board appointed by the President, and two persons shall be appointed by the Executive Board.