

**(NAME OF ORGANIZATION)
(NAME OF CITY OR COUNTY), Mississippi
Bylaws**

ARTICLE I: NAME

The name of this organization is: (NAME OF ORGANIZATION)

ARTICLE II: PURPOSE

The purpose of this organization shall be:

- a. To maintain an association of persons interested in libraries and library services
- b. To focus public attention on the library
- c. To stimulate the use of the library's resources and services
- d. To receive and encourage gifts, endowments and bequests to the library
- e. To support and cooperate with the library in developing and maintaining library services and facilities for the community
- f. To support the basic policies and statements of the American Library Association's Bill of Rights.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall be open to all individuals, organizations, and businesses in agreement with its purpose.

Section 2. There shall be various categories of membership as deemed necessary and appropriate by this organization.

Section 3. Each membership category will pay an annual membership fee as deemed appropriate by this organization. Any changes in fee structure shall be decided and voted on by the Executive Board.

Section 4. All members whose membership fees are current may attend meetings, make nominations for office, accept positions as officers, raise and vote on motions, volunteer to serve on committees, and participate in all other official activities.

ARTICLE IV: MEETINGS

Section 1. This organization shall hold its regular meetings quarterly. There will be one annual meeting of the membership at which time nominations and election of officers will be conducted.

Section 2. Special meetings of this organization may be called as deemed necessary by the President.

ARTICLE V: OFFICERS

Section 1. The officers of this organization shall be a President, Vice-President, Treasurer, and Secretary.

Section 2. The officers shall be nominated by members at the annual meeting. The nominations shall be submitted in writing to the Executive Board with the consent of the nominee at least two weeks prior to the annual membership meeting. Current officers may not self-nominate.

Section 3. The Officers shall be known as the Executive Board. The Executive Board shall meet quarterly and as called by the President.

Section 4. Officers shall serve three-year terms but are eligible for re-election for up to two consecutive terms. After serving two consecutive terms, Board members shall remain off the Board for one year before they can be re-elected.

Section 5. Vacancies of any office shall be filled for the remainder of the term by the President.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1. The President shall preside over and conduct all meetings as needed and may serve to represent this organization when appropriate.

Section 2. The Vice President shall perform the duties of the President in the absence of the President.

Section 3. The Treasurer shall keep and maintain the financial records of the organization; pay bills as needed; and shall submit a current financial statement to the Executive Board at the annual meeting.

Section 4. The Secretary shall keep a correct record of meetings, including minutes and attendance, and conduct correspondence as required.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of this organization. The (INSERT LIBRARIAN'S JOB TITLE HERE) shall serve as an advisor to the Executive Board. The (INSERT LIBRARIAN'S JOB TITLE HERE) will not have a vote.

Section 2. The Executive Board shall have the authority to appoint committees consistent with the purposes of this organization.

Section 3. Meetings of the Executive Board shall be held as needed or as called by the President.

Section 4. Majority of the Executive Board shall constitute a quorum.

ARTICLE VIII: COMMITTEES

The President, in consultation with other officers, shall form such committees as are deemed necessary to carry out the activities and purposes of this organization. Service on committees shall not carry personal remuneration and shall be on a volunteer basis only.

ARTICLE IX: FUNDS

Section 1. Adequate books of accounts shall be maintained by the Treasurer, who shall be responsible.

Section 2. A report of the organization's finances shall be given at each meeting and bills paid promptly.

Section 3. No funds shall be disbursed without the approval of the Executive Board. All disbursement checks shall require the approval of the President and Treasurer.

Section 4. No personal liability shall in any event be attached to any member in connection with any officially approved or scheduled undertakings by this organization.

Section 5. The fiscal year of this organization shall begin January 1 and end December 31 of each year. The President and the Treasurer shall file the mandatory annual internal Revenue Service (IRS) tax statement and pay the annual Friends of Mississippi Libraries, Inc. dues.

Section 6. No part of the net earnings shall inure to the personal benefit of any member, trustee, library official, library staff, individual, or corporate, business, or political entity.

Section 7. In the event of the dissolution of this organization, and prior to the completion thereof, all liabilities and obligations shall be paid, satisfied and discharged, and all remaining assets, property and income owned or held by this organization shall devolve to the (NAME OF LIBRARY OR LIBRARY SYSTEM), for furtherance of its mission, functions, and activities. No part of any remaining assets, property or income shall be distributed to members, other organizations, groups, or associations of any characterization, whether private or public, or to any other person(s) whatsoever.

ARTICLE X: PARLIMENTARY AUTHORITY

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

ARTICLE XI: AMENDMENTS

Amendments to these bylaws shall be reviewed annually by the Executive Board and passed by a majority of current officers in attendance.

ARTICLE XII: GOVERNING POLICIES

Section 1. The general membership shall have the right to carry any motions proper by a simple majority vote of those current members in attendance at any meeting.

Section 2. Motions for dissolution shall take the form of requesting from the President that a Special Meeting be scheduled for the purposes of voting on dissolution. Sufficient, timely notice must be made to all current members of the Special Meeting. A vote to dissolve requires unanimous support from all officers and two-thirds of those current members in attendance at the Special Meeting.

Section 3. Motions to expend funds, if the amount exceeds \$5,000 (five thousand dollars), shall require a quorum of at least 10 current members and require a two-thirds vote of those in attendance.

Certification:

I certify that the foregoing is a true and correct copy of the bylaws of the above-named organization and duly adopted by the members on _____

By: _____

President

By: _____

Secretary

Adopted:

Amended: