

**(NAME OF ORGANIZATION)**  
**BYLAWS**

**ARTICLE I: NAME**

SECTION 1. The name of this organization shall be (NAME)

**ARTICLE II: PURPOSE**

The purpose of this organization is as follows:

1. To maintain a non-profit association of persons interested in libraries
2. To conduct fund raising to meet needs of the library
3. To provide support for special library projects
4. To seek gifts and donations for the library
5. To function as an advocacy group for the library

**ARTICLE III: MEMBERSHIP AND DUES**

Section 1. All members of the general public, regardless of residence, are welcome as members upon payment of annual membership dues.

Section 2. Annual dues shall cover the period of the fiscal year, January 1 through December 31.

Section 3. Members shall be entitled to one vote each, provided dues for the fiscal year have been paid.

Section 4. This organization shall maintain affiliation with the Friends of Mississippi Libraries, Inc.

**ARTICLE IV: OFFICERS**

Section 1. The Officers shall consist of President, Secretary, Treasurer, and two members-at-large.

Section 2. The officers shall be members of (NAME OF ORGANIZATION). The Executive Board (as defined in Article VI) shall nominate the officers. The nominations shall be submitted with the consent of the nominees at the Annual Membership Meeting. Additional nominations may be made from the floor with the consent of the nominees.

Section 3. Officers shall be elected for a term of two years by a majority vote of those present at the Annual Membership Meeting. No one may serve more than two successive terms in the same office.

Section 4. In the event of a vacancy in any elected position, the Executive Board by a majority vote may elect a member to fill the position for the unexpired term.

Section 5. The duties of the Officers shall be as follows:

- **PRESIDENT:** The President shall preside at all meetings, appoint committee Chairpersons, represent the organization, and call special meetings as necessary.
- **SECRETARY:** The Secretary shall record the minutes of all meetings, including a record of attendance, and maintain permanent records of activities. The Secretary shall also conduct the correspondence of this organization.
- **TREASURER:** The Treasurer shall keep and maintain the financial records, collect dues, and disburse funds as advised by the Executive Board. A financial report shall be submitted at each meeting. The Treasurer shall issue a summary Financial Report at the annual meeting based on the fiscal year activities.

Section 6. The Library Director or their designated representative shall be an Ex-Officio member of the Executive Board, with the privilege of attending all meetings of the organization. They do not have a vote.

## **ARTICLE V: THE EXECUTIVE BOARD**

Section 1. The Executive Board shall be defined as the Officers of this organization.

Section 2. Vacancies arising on the Executive Board shall be filled by appointment made by a majority vote of the remaining members.

Section 3. Meetings of the executive board shall be held monthly on a day and time to be decided.

Section 4. Majority of the executive board shall constitute a quorum.

## **ARTICLE VI: COMMITTEES**

Section 1. The President, in consultation with other Officers, shall form such committees as are deemed necessary to carry out the activities and purposes of the organization. Service on committees shall not carry personal remuneration and shall be on a volunteer basis only.

Section 2. Book Sale: The book sale committee shall sort and price books for placement in the designated sale area, maintain the sale area, and other duties as needed.

Section 3. Social: The social committee shall plan all activities including: scheduling guests and speakers, providing refreshments, facilitating setup and cleanup, and other duties as needed.

## **ARTICLE VII: MEETINGS**

Section 1. An Annual Membership Meeting shall be held on the third Thursday of January. Members shall be notified in writing, by phone, or electronically at least two weeks prior to the date of the meeting. This meeting shall be announced to the public through newspaper or social media and shall be posted in both libraries.

Section 2. The President or any two Executive Board members may call special meetings. Written notice of the time and place of the meeting shall be given at least two days prior to the meeting and must specify the purpose of the meeting.

## **ARTICLE VIII: FUNDS**

Section 1. Dues shall be payable annually and shall become due on January 15.

Section 2. All funds shall be deposited into the account of, or invested in the name of, (NAME OF ORGANIZATION). The funds shall be disbursed by the treasurer as authorized by the Executive Board.

Section 3. The treasurer shall present a financial report at the Annual Membership Meeting.

## **ARTICLE IX: AMENDMENTS**

Section 1. Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification of each member in writing or electronically at least two weeks before the meeting at which the voting is to take place

## **ARTICLE X: DISSOLUTION**

Section 1. Disposition of Debts  
In the event of the dissolution of (NAME OF ORGANIZATION) and prior to the completion thereof, all liabilities and obligations of the organization shall be paid, satisfied, and discharged.

Section 2. Disposition of Assets  
In the event of the dissolution of (NAME OF ORGANIZATION) as an organization, all funds accrued by the organization shall be distributed in whole to the (NAME OF LIBRARY OR LIBRARY SYSTEM) as the affiliated organization.

## **ARTICLE XI: PARLIAMENTARY PROCEDURE**

Robert's Rules of Order (newest revision) shall be used as a guide for meetings except when in conflict with these bylaws.

### **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: