

**BYLAWS**  
**FRIENDS COMMITTEE OF THE ARGYLE FREE LIBRARY**

*Approved April 1, 2019*

**ARTICLE I – Name**

The name of this organization shall be the Friends Committee of the Argyle Free Library, Argyle, NY.

**ARTICLE II – Purpose**

Section 1. The Friends Committee of the Argyle Free Library (Friends Committee) is a committee of the Board of Trustees of the Argyle Free Library. The Friends Committee's mission is to raise money and public awareness in the community to support the services and programs of the Library.

Section 2. The Friends Committee shall be governed by the Memorandum of Understanding approved by both the Friends Committee and the Board of Trustees of the Argyle Free Library. (MOU attached).

Section 3. The Friends Committee shall not make any decisions concerning policy or administration of the library.

**ARTICLE III – Membership**

Members shall be any persons who have an interest and are in accord with the purposes of this organization and who wish to support the Library's welfare.

**ARTICLE IV – Officers: Duties, Election and Term**

Section 1. The officers shall be chair, vice-chair and secretary. A representative shall be appointed to act as liaison between the Library Board and the Friends Committee.

Section 2. Duties of Officers

1. The chair shall preside over and conduct meetings and appoint all committee chairpersons with the exception of the nominating committee. The president shall also preside over the executive committee and be an ex-officio member of all committees except the nominating committee.
2. The vice-chair shall perform the duties of the chair in his or her absence.
3. The secretary shall record the proceedings of all meetings. The secretary shall keep a copy of the Bylaws in the record book. The secretary shall also maintain a list of the membership and conduct the correspondence of the organization.
4. The duties of treasurer shall be undertaken by the treasurer of the Board of Trustees of the Argyle Free Library. He or she will make a financial report to the Friends Committee at the request of the chair.

Section 3. Election and Terms of Officers

1. A nominating committee of three members shall be appointed by the executive committee or at a meeting in the spring of a year when any of the officers' terms are

expiring. The nominations shall be presented at the September meeting. Additional nominations may be made from the floor with the consent of the nominee.

2. Officers shall be elected at the September meeting by a majority of those present.
3. The term of office shall be for two years.

#### **ARTICLE V – Meetings and Quorum**

Section 1. Meetings will be held as needed to conduct the business of the group. There shall be no less than 3 meetings each year. Meetings will be open to the public.

Section 2. A quorum shall consist of no less than (4) members.

Section 3. Proceedings shall be conducted in the manner prescribed in the Robert's Rules of Order Revised. The order of business shall be as follows:

1. Reading of the minutes of the previous meeting and their approval.
2. Financial report
3. Communications
4. Committee reports
5. Unfinished business
6. Nominations and elections, if any
7. New business
8. Adjournment

#### **ARTICLE VI – Executive Committee**

Section 1. The executive committee shall consist of the three officers of the organization.

Section 2. The executive committee shall make corporate decisions that are necessary between membership meetings and shall have the authority to conduct the business of the organization consistent with the purposes of the same.

Section 3. Meetings of the executive committee shall be held at such time and place as said executive committee may determine. Special meetings may be called by the chair. Notice of all meetings shall be given to all members of the executive committee.

Section 4. A quorum at a meeting of the executive committee shall be two of the three officers of the organization. Page 9 of 9 Revised and Adopted October 12, 2020

#### **ARTICLE VII – Bylaws Changes**

These bylaws may be amended or added to at a regular meeting by a majority vote of those present, but only after discussion of such amendment or addition has been made at a prior meeting.

## **ARTICLE VIII - Dissolution**

In the event that the Friends Committee ceases to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future. Any remaining funds will revert to the Library.