

BY-LAWS OF THE FRIENDS OF THE ARDSLEY PUBLIC LIBRARY

ARTICLE I. NAME

The name of the organization shall be Friends of the Ardsley Public Library.

ARTICLE II. PURPOSE

The purpose of this organization shall be to enrich the total resources and facilities of the Ardsley Public Library; to create an awareness of the opportunities and cultural advantages made available by the library; to focus public attention on the needs of the library; and to raise funds to carry out these objectives.

ARTICLE III. MEMBERSHIP

Membership shall be open to all individuals who wish to be of service to the library; as well as to those who have made a contribution to our annual fund drive.

ARTICLE IV. ORGANIZATION

SECTION I. THE EXECUTIVE COMMITTEE

The executive committee shall consist of the officers of the organization; the President, Secretary, and Treasurer. The Executive Committee has the power to make emergency decisions and appropriations.

SECTION II. THE BOARD OF DIRECTORS

The Board of Directors shall consist of the three officers, chairs of standing committees, and the Director of the Library. The Director shall not have a vote. The duties of the Board of Directors shall be to manage the affairs of the Friends of the Ardsley Public Library. A majority of the Board of Directors is required to be present in order to conduct any business of the organization.

SECTION III. DIRECTOR OF THE LIBRARY

The Director or his/her designee serves in an advisory capacity to the Board of Directors.

SECTION IV. COMMITTEE CHAIRS

There shall be committee chairs for the following standing committees and positions; HOSPITALITY, MEMBERSHIP/.MAILING, SUNSHINE, PUBLICITY, FUNDRAISING, LIAISON TO THE LIBRARY BOARD OF TRUSTEES. Other committees may be formed as the need arises, and chairs will be appointed for them. These chairs will then become members of the Board of Directors. Ad Hoc committees may be formed for special functions. Chairs of these committees do not serve on the Board of Directors.

SECTION V. DUTIES OF OFFICERS

A. The PRESIDENT shall preside at all meetings, appoint all standing committees and committee chairs, and carry on any other duties connected with the office. The PRESIDENT shall be authorized to sign checks and make withdrawals from the Friends Bank Account if necessary.

B. The SECRETARY shall record the attendance and the minutes of the proceedings of all meetings. At each meeting, the SECRETARY shall also read the minutes of the previous meeting and submit it for

Approval. The SECRETARY shall notify the membership of the time and place of each meeting and shall conduct the correspondence of the organization as instructed.

C. The TREASURER shall collect all contributions and gifts and deposit them in the bank account for the Friends of the Ardsley Public Library; shall administer all funds, sign checks and make withdrawals as directed by the Board Officers and shall submit a written report at each meeting, filed for audit.

ARTICLE V. MEETINGS AND PROCEDURES

SECTION I. BOARD MEETINGS

Meetings of the Board of Directors shall be held at regular intervals throughout the year. The meetings shall be conducted according to the latest edition of Robert's Rules of Order. There must be a majority vote of all Board members in order to carry a motion before the floor. In the event that a majority of the Board members are not present and a decision cannot be delayed, the President shall conduct a telephone poll of all Board members. Members shall be notified one week in advance of a Board Meeting. All general members may attend Board Meetings in a non-voting, but participatory capacity.

SECTION II. ANNUAL MEETING

The Annual Meeting of the general membership shall be held in the spring for the purpose of election of the Officers of the Friends of the Library, distribution of appropriate information and any other business as determined by the

Board. Public and/or written notice shall be given to the general membership at least two weeks in advance of this meeting.

SECTION III. OTHER MEETINGS

Other general meetings may be called at the discretion of the Board of Directors. Written notice must be given at least two weeks in advance.

SECTION IV. ELECTION PROCEDURES

A. The officers shall be elected by a majority vote of those present at the Annual Meeting for a term of two years.

B. At least one month before the Annual Meeting, a Nominating Committee shall be appointed by the Board of Directors. The Nominating Committee shall consist of three members of the Friends, one of whom is a member at large.

C. The Nominating Committee will present a slate of officers for the following positions; PRESIDENT, SECRETARY, and TREASURER

D. Nominations can be made from the floor after the slate is presented. In the case of contested elections time will be set aside for comments in support of candidates.

E. The President shall appoint a replacement to fill any vacancy that may arise.

ARTICLE VI. AMENDMENTS TO THE BY-LAWS

Amendments to these by-laws may be made at the annual meeting of the general membership by a 2/3 vote of those present. Each member must be notified in writing of the proposed change at least two weeks prior to the meeting at which the voting is to take place.

ARTICLE VII. FISCAL POLICY

The fiscal year shall run from June 1 to May 31. Monies raised by the Friends of the Ardsley Public Library are to be spent in accordance with the Purposes set out in Article II of this document. Those authorized to sign checks are the President and Treasurer.

ARTICLE VIII DISSOLUTION

Upon dissolution of the Friends of the Ardsley Public Library, any monies remaining after any debts have been paid shall become part of the general funds of the Ardsley Public Library.

Adapted 6/1/2022