

FRIENDS OF A PUBLIC LIBRARY CONSTITUTION

Approved January 5, 2009

ARTICLE I – NAME

The name of this organization shall be “FRIENDS OF A PUBLIC LIBRARY” here-in-after called “Friends.”

ARTICLE II – PURPOSE

The Friends shall be a non-policy making and non-profit organization whose purpose is to maintain an association of persons interested in focusing public attention on the need and importance of Marshall Public Library services; stimulating use of the Library’s resources; receiving and encouraging gifts, endowments, and bequests to the Library; and supporting and cooperating with the Library in maintaining services and facilities.

ARTICLE III – MEMBERS

Any person interested in the purposes of this organization may become a member upon paying dues specified in the By-Laws and by completing and application card.

ARTICLE IV – OFFICERS AND THEIR ELECTION

Section 1: The officers of this organization shall be a president, vice-president (president-elect), secretary, and treasurer.

Section 2: The officers shall be nominated by a committee to be appointed by the president at the April meeting. Nominations for office may be made from the floor, provided the consent of the person nominated has been obtained before the nomination. These nominees shall have served on the Friends’ Board of Directors.

Section 3: Officers shall be elected for a one-year term by majority vote of those present at the general membership meeting in May.

Section 4: The term of officers elected shall begin July 1.

Section 5: Each membership in good standing, whether an individual, a business, or an organization is entitled to one vote.

Section 6: The election shall be by ballot unless there is only one nominee for the office; then the election may be by voice.

ARTICLE V – FISCAL YEAR AND MEETING

Section 1: The fiscal year shall be from July 1 to June 30.

Section 2: There shall be two annual meetings of the entire membership. These meetings shall be in May and December.

Section 3: Regular meetings of the Board of Directors shall be in the Marshall Public Library's Gold Room on the first Monday of August, October, December (dinner meeting), February, April, and May (dinner meeting). The Board may also conduct business in conjunction with evening programs.

Section 4: The Executive Committee shall meet whenever called by the president.

ARTICLE VI – BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of not more than thirty (30) members, who will serve three (3)-year staggered terms. Directors may succeed themselves. All past presidents of the Friends of the Public Library may serve on the Board of Directors, in addition to the 30 Directors. The past presidents will have voting privileges and can serve on committees.

Section 2: The Executive Committee shall review the roster of the Board of Directors to determine the number of vacancies to be filled and will submit recommendations for new members at the Board's meeting in May. Persons recommended for election or re-election at this meeting will have expressed a willingness to serve before his or her name is submitted. Vacancies that occur prior to this time may be filled upon recommendation of the Executive Committee and approval of the full Board.

ARTICLE VII – FUNDS

The Friends are hereby authorized to accept funds from dues and other sources however derived and such funds are to be disbursed only for purposes consistent with this Constitution and By-Laws. The receipt and disbursement of all funds of the Friends must be approved by the Executive Committee.

The Executive Committee shall submit to the Board a proposed annual budget at the Friends meeting in August. The budget shall include Friends operating expenses and a line item for discretionary funds to be expended by the library director. Non-budgeted items shall be presented to the Board by the Executive Committee, committee chairs or library director as the need arises.

ARTICLE VIII – AMENDMENTS OF BY-LAWS

The Constitution and By-Laws may be amended at any regular meeting of the Officers and Board of Directors by a two-thirds vote of a quorum (defined as a simple majority of the Board). The amendment must have been submitted in writing to the Executive Committee for presentation to the full Board.

FRIENDS OF A PUBLIC LIBRARY BY-LAWS

ARTICLE I – DUTIES OF DIRECTORS

Section 1: Each officer shall be responsible for the duties vested in that office as outlined in the “Roberts Rules of Order.”

Section 2: The President shall be ex-officio, a member of all committees except the nominating committee. In addition to the responsibilities of the President listed in “Roberts Rules of Order,” other duties will be:

1. Preparation of a written agenda for all regular meetings.
2. Attendance at all meeting of the Marshall Public Library Board of Trustees as an invited, non-voting, member. If the President is unable to attend, a representative of the “Friends” shall be appointed to attend.
3. The President can appoint special committees as needed.

Section 3: The Vice-President, in addition to regular duties, will serve as an ex-officio member of all committees.

Section 4: The Secretary will be responsible for recording the minutes and registering attendance at regular Board meetings. In addition, the Secretary will notify the Friends Board of Directors of all regular and called meetings and will attend to all required correspondence.

Section 5: The Treasurer is responsible for the financial affairs of the Friends and will give monthly reports to the organization from the General Fund and the Memorial Fund.

ARTICLE II – EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the officers of the organization.

Section 2: The Executive Committee shall coordinate and have general charge and control of affairs, funds, and property of this organization. They shall present to the Board of Directors all proposed major program activities.

Section 3: A complete report from the Executive Committee and chairmen of all standing committees shall be made at the meeting of the entire membership in May.

Section 4: If a vacancy occurs on the Executive Committee, the Committee will present a replacement for approval by the Board of Directors to serve for the balance of the year.

ARTICLE III – STANDING COMMITTEES

Section 1: The President will recommend for approval by the Board at its meeting in August the following committee chairpersons, who will carry out the duties listed:

4. Membership—Plan and carry out a membership drive. It will be the committee’s responsibility to solicit renewal of memberships and recruit new members, collect and deliver dues to the treasurer, and keep an accurate roll of membership with categories indicated. The annual membership drive shall be October, November, and December.
5. Programs and Special Events—Plan and make arrangements for programs presented in conjunction with general membership meetings. Organize other events or projects to focus attention on or raise funds for the Friends and/or Library.
6. Book Sale—Plan and organize the Friends book sales.
7. Hospitality—Responsible for (a) refreshments at regular Friends Board of Directors meetings, (b) refreshments as needed at special events and (c) arranging covered dishes and decorations at annual meetings. Duties include preparation and cleanup.
8. Nominating—At the April meeting, three members of the Friends Board of Directors will be elected to serve as a nominating committee. The report will be given at the May meeting, and officers and directors will be elected at that time.

Section 2: Each committee chairperson will select his or her own committee members. These names shall be turned in to the President and Secretary before the September meeting. Committee members can be selected from the Board of Directors or from the Friends’ membership. The number of members needed on each committee shall be determined by the chairperson.

Section 3: Other (ad hoc) committees will be established as the need arises (e.g., an awards committee to review nominations and select recipients of the “Friend in Deed” awards to be presented in recognition of meritorious services by a member of the Friends).

ARTICLE IV – DUES

Amount of dues to be paid will be in accordance with current inflation and/or cost of living. Dues may be increased or lowered at the recommendation of the Membership Committee Chairperson and with the approval of the Executive Committee.

ARTICLE V – RULES

Section 1: “Roberts Rules of Order Revised,” when not in conflict with this constitution By-Laws, shall govern the proceedings of this organization.

Section 2: All meetings of the Board of Directors shall be open to any member in good standing.

Section 3: All activities directly involving the library and the cooperation of the librarian should be cleared with the librarian.

**FRIENDS OF A PUBLIC LIBRARY
ENDOWMENT FUND**

Resolved, there shall be created as a part of the Friends of a Public Library, a fund to be designated or known as an Endowment Fund for the Marshall Public Library of Marshall, Texas, which fund shall accept special funds, endowments and bequests to be placed in a special Endowment Fund by the treasurer of the Friends of a Public Library. This fund shall be invested in savings accounts at duly established banks, certificates of deposit, stocks, bonds and other types of investments, as shall be hereafter authorized by the Board of Directors of the Friends of a Public Library. The income received from such endowment fund shall be used to purchase books and other materials for the Marshall Public Library as shall be authorized by the Board of Directors of the Friends of a Public Library, under such purchasing procedures as shall hereafter be established.

A record of such gifts, endowments, etc. will be kept by the treasurer and/or the president of the Friends. A complete record of investments, amount, dates, and location of same and current signatures will be recorded with the treasurer. This portfolio is to be reviewed annually by the Board.