

# **BY-LAWS FOR THE FRIENDS OF THE SHEPPARD MEMORIAL LIBRARY**

## **Article I. Name**

**Section 1.** The name of this organization shall be The Friends of the Sheppard Memorial Library.

## **Article II. Purpose**

**Section 1.** The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments and bequests to the library; to support and cooperate with the library in developing library services and facilities for the community; to lend legislative support where needed; and to support the freedom to read as expressed in the American Library Association Bill of Rights.

## **Article III. Membership**

**Section 1.** Membership in this organization shall be open to all individuals in sympathy with its purposes, and to representatives of organizations and clubs when such representation is desired.

**Section 2.** Each membership shall be entitled to one vote.

## **Article IV. Officers**

**Section 1.** The officers of this organization shall be a president, vice-president, treasurer, and secretary.

**Section 2.** Officers shall be nominated by a nominating committee at least one month before the annual membership meeting. The nominations shall be submitted in writing to the membership with the consent of the nominee at least two weeks prior to the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

**Section 3.** Officers shall be elected by majority vote of those present at the annual meeting for the term of one year. The president and vice-president shall not serve more than two successive terms.

## **Article V. Duties of Officers**

**Section 1.** President: To preside over and conduct meetings and to appoint all committees and be ex-officio member thereof, except as limited herein.

**Section 2.** Vice-President: To perform the duties of the president in the absence of the president.

**Section 3.** Treasurer: To keep and maintain the financial records of the organization.

**Section 4.** Secretary: To record attendance at all meetings; to take the minutes of all meetings; to keep a list of the membership of the board, together with their addresses; to notify the members of the board of the time and place of meetings; and to conduct the correspondence of the organization.

## **Article VI. Executive Board**

**Section 1.** The executive board shall consist of the officers of the organization, the chairs of all the standing committees and a liaison appointed by the library Board of Trustees. The library director shall serve as ex-officio member of the executive board. Between meetings, the executive board conducts the business of the organization.

**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 quarterly. Special meetings may be called by the president.

**Section 4.** A majority of the executive board shall constitute a quorum.

