

## WINFIELD LIBRARY FRIENDS

### BYLAWS

#### Article I: Name

The name of the organization shall be the Winfield Library Friends (WLF).

#### Article II: Purpose

Winfield Library Friends is organized exclusively as a non-profit organization for literary and educational purposes. Specifically, its intent is to promote and provide financial assistance to the Winfield Public Library, to act as liaison between the library and the community, to sponsor programs in the community which focus attention on the library, and to aid and support the library whenever possible.

#### Article III: Membership

**Section 1.** All individuals and organizations interested in the purposes of this organization shall be eligible for membership upon payment of dues.

**Section 2.** Dues shall be solicited during the month of November each year for the following calendar year. Membership begins January 1 and ends December 31.

**Section 3.** Each member or organization shall be entitled to one vote in person or by proxy.

**Section 4.** All employees of the Winfield Public Library Staff are recognized as non-dues paying, non-voting members of the Winfield Library Friends.

#### Article IV: Officers, Duties and Terms of Office

**Section 1:** The **officers** of the WLF shall be the President, Vice-President, Secretary and Treasurer. Each officer shall serve a two year term, but not more than two consecutive terms. If an officer position cannot be filled, the current officer can be elected to serve an additional two year term.

**Section 2:** The duties of the **President** shall be to prepare agendas, preside over and conduct meetings, and to appoint committees.

**Section 3.** The duties of the **Vice-President** shall be to perform the duties of the President in the President's absence and to review the bylaws annually at the April meeting.

**Section 4.** The duties of the **Secretary** shall be to maintain records, members' lists and minutes of all meetings, and to conduct official correspondence.

5.9.2008

Revised 2.3.2014

Revised 4.16.2016

Revised 4.22.2017

Revised 4.14.2018

**Section 5.** The duties of the **Treasurer** shall be to maintain accurate financial records and to prepare and deliver an annual report of all income and expenses at the April meeting. **Receipts will be issued for all donations of \$25.00 or more.**

**Section 6.** The officers shall be **elected** at the April meeting of even numbered years by a majority of those members preset.

**Section 7.** All officers shall serve until the expiration of their **terms** except in the case of incapacity, resignation, or removal of office. An affirmative vote of two-thirds of those present shall be required to remove an officer for cause.

**Section 8.** In the event of a vacancy in an elected office, the **President** shall appoint a member to fill the remainder of the term. Appointments shall be ratified by an affirmative vote of two-thirds of those present. In the event of a vacancy in the office of President, the **Vice President** shall assume the office and duties of the President for the remainder of the term.

## **Article V: Meetings**

**Section 1.** Biannual meetings shall be held in April and October. Notice of meeting place, dates and times will be posted in the library. Additional meetings may be called through-out the year as needed.

**Section 2.** The members present at any meeting of the membership shall constitute a quorum.

**Section 3.** All meetings shall be conducted according to Robert's Rules of Order.

## **Article VI: Funds and Liability**

### **Section 1: Deposits and Disbursements**

- A. All **dues** shall be made payable to the Winfield Library Friends.
- B. All **contributions** are tax deductible to the extent allowed by law.
- C. All funds shall be deposited into the account of the Winfield Library Friends and shall be disbursed upon authorization of one elected officer.

**Section 2.** No member of this organization shall be personally liable financially in connection with any of its undertakings.

**Section 3.** The organization's liabilities shall be limited to its common funds and assets.

**Section 4.** No part of the organization's net earnings will inure to the benefit of any officer, member or private individual except that the organization may pay reasonable compensation for services rendered.

**Section 5.** Upon dissolution, the organization's assets will be distributed to the Winfield Public Library.

5.9.2008

Revised 2.3.2014

Revised 4.16.2016

Revised 4.22.2017

Revised 4.14.2018

**Article VII: Political Activity**

Winfield Library Friends will not attempt to influence legislation or participate in a political campaign for or against any candidate for public office. The organization may conduct voter education activities or public forums conducted in a non-partisan manner, and may promote a public referendum in favor of increasing taxes to support the library.

**Article VIII: Amendments**

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

5.9.2008

Revised 2.3.2014

Revised 4.16.2016

Revised 4.22.2017

Revised 4.14.2018