

**Bylaws of the Friends of the Bedford Library**  
**A Branch of the Monroe County Library System**

**Article 1 – Name**

The name of the Organization shall be **The Friends of the Bedford Library**.

**Article 2 – Purpose**

The purpose of the **Friends of the Bedford Library** is:

- a. Stimulating a growing interest in and use of the Library;
- b. Acquaint the community with the needs of the Library;
- c. Promote and enrich the services of the Library;
- d. Sponsor adult and children programs.

**Article 3 – Membership and Dues**

Section 1. Every person who is a member of the Friends of the Bedford Library is entitled to all benefits of such membership.

Section 2. Membership in the Friends of the Bedford Library shall be made available to any interested individual. The membership year of the Friends of the Bedford Library is October 1 through September 30. Privileges of making motions, debating, voting, holding office or serving on any committee are reserved for dues paying members.

Section 3. Membership dues are as follows:

Students under 18 yrs., Senior Citizens over 55 yrs.	\$ 10.00
Individual membership	\$ 15.00
Family membership	\$ 20.00
Booklover	\$ 30.00
Literary Lion	\$ 50.00
Best Friend or Business	\$100.00
Friend for Life	\$500.00

Section 4. The Friends of the Bedford Library shall conduct an annual enrollment of members during the membership year.

### **Article 4 – Officers**

Section 1. Only members of the Friends of the Bedford Library shall serve as officers.

Section 2. a. The officers of the organizations shall be as follows:

President

Vice President

Treasurer

Secretary

b. Officers shall be elected by ballot annually during May. However, if there is but one nominee for any office, upon motion from the floor, the election may be by voice vote.

c. Officers shall assume official status at the close of the general meeting in June, serve a term for one year, and shall remain in office until their

successor assume office

- d. A person shall not be eligible to serve more than two terms in the same office. In the event no eligible candidate is forthcoming, this requirement may be waived by a majority vote.

Section 3. a. There shall be a nominating committee of up to three members, appointed by the President, before the general March meeting. This nominating committee shall select its own chairperson immediately following the election.

b. The committee shall nominate one eligible person for each office to be filled and report its nominees at the first meeting in April.

c. Following the report of the nominating committee, an opportunity shall be given for nomination from the floor.

d. Only those who have signified their consent to serve shall be nominated for or elected to such office.

Section 4. A vacancy occurring in any office shall be filled for the un-expired term a person elected by a majority vote of the members present. In case a vacancy occurs in the office of the president the vice-president shall fill the un-expired term.

Section 5. The head of the Bedford Library branch or her/his delegate shall serve as representative to the organization.

## **Article 5 – Duties of Officers**

### Section 1. The President shall:

- a. Preside at all meetings of the Organization.
- b. Be a member ex-officio of all committees, except the committee on nominations.
- c. Perform such other duties as may be prescribed in these Bylaws or assigned to her/him by the Organization.
- d. Coordinate the work of officers and committees.
- e. In the event of consolidation, change of name or disbandment of this Organization, notify the general membership and the Bedford Township Treasurer.

### Section 2 The Vice President shall:

- a. Act as aide to the President and shall in her/his designated order perform the duties of President in the absence or disability of that officer to act.

### Section 3. The Secretary shall:

- a. Keep an accurate record of all meetings of the organization.
- b. Keep an updated list of the membership and their addresses.
- c. Conduct the correspondence delegated and notify members and the community of the organization meetings and activities through appropriate media.

### Section 4. The Treasurer shall:

- a. Have custody of all the funds of the Organization

- b. Keep a full and accurate account of receipts and expenditures
- c. Make disbursements in accordance with the approved budget as Determined at meetings for designated programs and purposes.
- d. The treasurer may expense funds up to \$100.00 as authorized by the President.
- e. Present a financial statement at every meeting of the organization.
- f. Make a yearly report at the annual meeting.
- g. The treasurer's accounts shall be examined annually by an auditing Committee of no less than three members, who confirm that the treasurer's report is correct. The committee then shall sign the report to its accuracy. The President will appoint the members for this committee. The treasurer shall annually provide his financial records for audit purposes.

Section 5 All Officers shall:

- a. Perform the duties prescribed in the parliamentary procedure in addition to those outlined in these Bylaws and those assigned from time to time.
- b. Deliver to their successor all official material no later than ten days following the expiration of their term of office.

## **Article 6 – Meetings**

Section 1 General Meetings of the Organization shall be held on the fourth Tuesday of each month during the year unless otherwise determined. Ten days notice shall be given of such a change.

Section 2 The annual meeting shall be held in May of each year.

Section 3 In addition to the President or the Vice President, four members of the Organization shall constitute a quorum for the transaction of business in any general, annual or special meeting.

## **Article 7 – Standing and Ad Hoc Committees.**

Section 1 The President may create such committees as may be necessary in order to promote and carry on the work of this Organization. The chairperson of such committee shall be appointed by the President. The term of each chairperson shall be one year. No member shall serve as chairperson of the same committee for more than two consecutive terms.

Section 2. The President shall be a member ex-officio of all committees except the nominating committee.

## **Article 8 – Amendments**

Section 1 These Bylaws may be amended at any general meeting of the Organization

By a two-third vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

Section 2 A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Organization. The requirements for adoption of the revised Bylaws shall be the same as in the case of amendment.

### **Article 9 – Parliamentary Procedure.**

The rules contained in the current edition of **Robert’s Rules of Order Newly revised** shall govern this Organization in all cases in which they are applicable and in which they are not in conflict with the Bylaws.

### **Article 10- Dissolution**

Approval of dissolution of this Organization shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at a meeting, a quorum being present, provided notice of dissolution shall have been given at previous meeting. Should this Organization fail to activate before the end of the annual year its assets, funds and records shall be turned over to the Bedford Township Treasurer to be held in escrow until the unit reactivates itself, a period not to exceed two years.

**Adopted \_\_\_\_\_ 2004**

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**Jackie McMahon, President**

