

Fanwood Memorial Library Policy Manual

Section: Mission, Goals & Philosophy

Subject: 1.6.1 By-laws of the Friends of the Fanwood Memorial Library

Article 1: Name

The name of this association shall be The Friends of the Fanwood Memorial Library.

Article II: Purposes

It is recognized that the administration of the Fanwood Memorial Library is vested in the Director and the Board of Library Trustees.

The purpose of this organization shall be to maintain an association of persons interested in books and libraries; to focus public attention on library services, facilities, and needs; to support the library, its facilities, collection, programs and services as deemed appropriate by the Board and Director; and to encourage gifts, desirable collections, endowments, and bequests.

Article III: Membership

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purpose, and to representatives of organizations and clubs when such representations is desired, in which case dues shall be paid by the organization.

Section 2. Each organization and individual member shall be entitled to one vote.

Article IV: Officers and Committees

Section 1. The officers shall be a President, Vice President/Program Chairperson, Secretary, and Treasurer. Their terms shall be for one year.

Section 2. The Standing committees shall be: Publicity, Program, Volunteers, Fund-raising, Service/membership and Book Sale.

Section 3. The officers and standing committee chairpersons, plus members-at-large and a Library Board liaison (the Library Director) shall be known as the Board of Directors and shall serve as the governing body of this association. The Board shall meet at the call of the President.

Section 4. The direction of affairs of this association shall rest with the Board, the President serving as Chairperson and appointing the Standing committee chairpersons, with the approval of the Board. A majority of the members of this Board shall constitute a quorum for the transaction of business.

Section 5. Such other special committees as may be necessary from time to time shall be appointed by the President, with the approval of the Board.

Section 6. The President is an ex-officio member of all committees, with the exception of the Nominating committee.

Section 7. Nominations for officers and the members at large may be made from the floor at the annual meeting. If no nominations are made, the existing office holder will, with their approval, automatically be nominated.

Section 8. The officers and the members-at-large shall be elected at the annual meeting.

Section 9. Vacancies arising on the Board shall be filled by appointment made by the remaining Board members.

Article V: Meetings

Section 1. This association shall hold its annual meeting in May for the purpose of election of officers, to receive various reports, and to enact any other business. A written notice shall be sent to each member in advance.

Section 2. Additional meetings shall be scheduled as recommended by the President and approved by the Board.

Section 3. A special meeting may be held as directed by the President, provided the membership is notified by mail, phone or e-mail (with business to be transacted stated) at least two weeks prior to the proposed date.

Article VI: Dues

Section 1. The annual dues shall be determined by the Board of Directors.

Section 2. The fiscal year of this organization shall begin July 1 of each year and end on June 30 of the following year.

Article VII: Funds

Section 1. Adequate books of accounts shall be maintained by the Treasurer who shall be responsible thereof.

Section 2. No funds shall be disbursed without the written authority of the President and Treasurer.

Section 3. The Board of Directors shall appoint an auditor, not an officer, to audit the Treasurer's books prior to annual meeting.

Section 4. Upon dissolution of the organization, all remaining funds after all debts have been paid shall be given to the Fanwood Memorial Library Board of Trustees.

Article VIII: Amendments

The Bylaws may be amended at any regular meeting of this association by two thirds of the members present.

Article IX: Parliamentary Authority

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

- **Adopted September 10, 1986.**
- **Amended January 10, 1997**
- **Amended May annual meeting, 2002**
- **Amended annual May Meeting, 2005**

Board of Trustees

Approved: June 8, 2009

Revised: February 8, 2016

Revised and Approved: October 10, 2023