

# FRIENDS OF THE SMITHTOWN SPECIAL LIBRARY DISTRICT BY-LAWS

ARTICLE I - Name	ARTICLE V - Nominations/Elections	ARTICLE IX - Committees
ARTICLE II - Purpose	ARTICLE VI - Duties of the Officers	ARTICLE X - Amendments
ARTICLE III - Membership & Dues	ARTICLE VII - Funds and Liabilities	ARTICLE XI - Dissolution
ARTICLE IV - Governance	ARTICLE VIII - Meetings	ARTICLE XII - Parliamentary Procedure

## MISSION STATEMENT

Friends of the Smithtown Special Library District is a volunteer, 501(c)(3) not-for-profit community organization dedicated and committed to provide support to the Smithtown Library.

### ARTICLE I Name :

**Section 1 :** This organization shall be the 'Friends of the Smithtown Special Library District', hereafter referred to as the "*Friends*".

### ARTICLE II Purpose :

**The purpose of the Friends shall be :**

**Section 1 :** To foster closer relations between the Library and the community.

**Section 2 :** To enhance the Library's functions, resources, and services.

**Section 3 :** To encourage benefactions, gifts, endowments, appropriate fund raising, and bequests to the Smithtown Special Library District.

### ARTICLE III Membership and Dues :

**Section 1 :** Membership shall be open to all individuals and organizations interested in the Library.

**Section 2 :** Membership shall be without regard to sex, color, creed, national origin, or disability.

**Section 3 :** There shall be seven (7) types of memberships:

Individual	Organization
Youth (under 18 years)	Lifetime
Senior (65 and over)	Patron
Dual/Family (same household)	

**Section 4 :** Each Individual, Youth, Senior, Dual/Family, Organization, Lifetime Member or Patron in good standing shall have one (1) vote.

**Section 5 :** Annual dues shall be determined by the Executive Board.

**Section 6 :** Membership shall begin July 1 and end June 30 of each year.

### ARTICLE IV Governance :

**Section 1 :** The Friends shall have as its Executive Board, the following elected officers: President, Vice President, Secretary, Treasurer and Past President.

**Section 2 :** Chairpersons of all committees shall also serve on the Executive Board. Each person shall have one vote.

**Section 3 :** All officers of this organization must be residents of the Smithtown Special Library District, members in good standing of the Friends, and registered library patrons.

- Section 4 :** Board of Trustees' Liaison and Library Director, or designee, shall be ex-officio (non-voting) members of the Executive Board.
- Section 5 :** The terms of office for all elected officials shall be two (2) years; no person shall serve in the same office for more than two (2) consecutive terms, with the exception of the Treasurer.

## **ARTICLE V Nominations/Elections :**

- Section 1 :** Officers shall be nominated by a Nominating Committee of three (3) members; two (2) members to be chosen by the Executive Board from its body. The other member of the Nominating Committee shall be elected by the membership no later than March 15th of each election year.
- Section 2 :** Only those who have consented to serve as officers if elected shall be eligible for nomination either by the Board or from the floor.
- Section 3 :** The Nominating Committee shall present its report, in writing, to the membership no later than one (1) month prior to the Annual Meeting. A final slate shall be posted at the Library at least two (2) weeks before the annual meeting.
- Section 4 :** Additional nominations may be made from the floor at the Annual Meeting.
- Section 5 :** A majority vote of those present and voting at the Annual Meeting shall elect officers by paper ballot. Their term of office shall be for two (2) years. Officers shall be installed at the Annual Meeting and shall assume their duties at the beginning of the fiscal year, July 1.
- Section 6 :** The privilege of holding office, introducing motions, debating and voting shall be limited to members of the Friends in good standing.
- Section 7 :** Vacancies, except in the office of the President, shall be appointed by the Executive Board for the remainder of the term.
- Section 8 :** In the event of a vacancy in the office of the President, the Vice President shall assume the office.

## **ARTICLE VI Duties of the Officers :**

- Section 1 :** The President shall preside at all meetings of the Friends and shall direct and administer the affairs of the organization as its executive head and supervise all phases of its work, subject to the approval of the Executive Board. The President, or her/his designee, shall be ex-officio member of all standing committees, except the Nominating Committee.
- Section 2 :** The Vice President shall assist the President in carrying out the latter's duties, preside at all meetings in the absence of the President, and shall perform such other duties as the President may direct.
- Section 3 :** The Secretary shall keep accurate Minutes of the meetings of the membership and the Executive Board; shall maintain custody of all official records; shall keep a complete list of members; shall send out notices of meetings; and shall have charge of correspondence generally. Copies of the above shall be kept in the Friends' file in the Library.
- Section 4 :** The Treasurer shall receive moneys of the Friends and shall keep an accurate record of receipts and expenditures. The Treasurer shall present a financial statement at every meeting of the Friends, and at other times when requested by the Executive Board; and shall make a full report at the Annual Meeting. The Treasurer shall oversee the Budget Committee and present the proposed budget to be voted on at the Annual Meeting. Any

budgeted allocation exceeding \$1,000 must be ratified by 2/3 of the Executive Board present and voting. Expenditures not allocated in the approved budget must be approved by the membership of the Friends at a regular meeting. The Treasurer's accounts shall be examined annually by an auditor, or an auditing committee of not less than three (3) members, appointed by the Executive Board by March 15th of each year, and signed as approved.

## **ARTICLE VII Funds and Liabilities :**

- Section 1 :** All purchases made for the Library shall be subject to the approval of the Library Director and in accordance with the policies of the Library Board of Trustees.
- Section 2 :** All contracts for the organization must be signed by the President and the Treasurer.
- Section 3 :** No personal liability shall in any event attach to any member of this organization, the Friends of the Smithtown Special Library District, in connection with any of its undertakings, but all liabilities shall be limited to its common funds and assets. Neither the Executive Board nor the officers shall have any authority to borrow money in the name, or on behalf of this organization. No member of the Executive Board, and no officer of this organization shall act as - or be deemed to be - an agent of the members of this organization, or have authority to incur any obligation in excess of the amounts allotted by the Executive Board for the specific purpose. No contract shall, in any event, be entered into, and no obligation shall be incurred beyond the amount on hand, or in the bank after deducting there from, or providing for, the total of all unpaid accounts and unpaid obligations and liabilities, or providing for the total of all unpaid accounts and unpaid obligations and liabilities.

## **ARTICLE VIII Meetings :**

- Section 1 :** This organization shall have a minimum of one (1) meeting a year, with the annual meeting held in June.
- Section 2 :** Additional meetings shall be held at the discretion of the Executive Board, or upon a verbal or written request of at least ten (10) members in good standing.
- Section 3 :** Meeting dates shall be posted at the Library at least two (2) weeks prior to the date of all meetings.
- Section 4 :** At the meetings, an order of business shall be presented to the members in accordance with Robert's Rules of Order Newly Revised.
- Section 5 :** Ten (10) members in good standing shall constitute a quorum at any meeting of the Friends.
- Section 6 :** Special meetings of the Executive Board may be held at the discretion of the President, or called by three (3) members of the Board. Four (4) members of the Executive Board shall constitute a quorum at any meeting of the Board, and the vote of the majority shall be necessary to approve any action taken unless otherwise noted in these by-laws.

## **ARTICLE IX Committees :**

- Section 1 :** The Executive Board shall appoint standing committees to promote the objectives and purposes of the Friends.
- Section 2 :** The Executive Board and the membership, at a regular meeting, may call for other committees to take on specific tasks to benefit the Library.

**ARTICLE X      Amendments :**

**Section 1 :**            Amendments to these by-laws may be made at any meeting of the general membership by a 2/3 vote of those present and voting. Proposed amendments shall be posted at the Library at least two (2) weeks prior to the meeting.

**ARTICLE XI     Dissolution :**

**Section 1 :**            Upon dissolution or abandonment, the assets of the organization remaining after payment of, or provisions for all debts and liabilities of this organization shall be donated to the Smithtown Special Library District.

**ARTICLE XII    Parliamentary Procedure :**

**Section 1 :**            The current edition of Robert's Rules of Order Newly Revised, when not in conflict with these by-laws, shall govern the proceedings of this organization.

PRESENTED TO THE MEMBERSHIP:    December 10, 2002  
ADOPTED BY THE MEMBERSHIP:        December 10, 2002  
AMENDED BY THE MEMBERSHIP:        November 03, 2003  
AMENDED BY THE MEMBERSHIP:        June 05, 2007  
AMENDED BY THE MEMBERSHIP:        September 15, 2008