

## **FRIENDS OF THE SMITHTOWN LIBRARY BY-LAWS**

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### **MISSION STATEMENT**

The Friends of The Smithtown Library 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 Library,” hereafter referred to as the “Friends.”

Section 2: The Smithtown Library, also known as the Smithtown Special Library District, is referenced in these by-laws as "the Library."

#### **ARTICLE II Purpose:**

The purpose of the Friends shall be:

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

#### **ARTICLE III Membership & 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 five (5) types of memberships:

- Individual
- Household
- Senior (65 and over)
- Lifetime
- Patron

Section 4: Each Individual, Senior, Lifetime or Patron Member in good standing shall have one (1) vote. Household Membership is limited to one (1) vote.

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

Section 6: Membership shall begin January 1 and end December 31 of each year.

#### **ARTICLE IV Governance:**

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

Section 2: Chairpersons of all committees shall also serve on the Executive Board. Each person shall have one (1) vote.

Section 3: All officers of this organization, with the exception of immediate Past President, must be residents of The Smithtown Library, 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.

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

Section 1: Officers shall be nominated by a Nominating Committee of three (3) Members to be chosen by the Executive Board from its body no later than March 15<sup>th</sup> of the election year.

Section 2: Only those who have consented to serve as officers if elected shall be eligible for nomination by either 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; maintain custody of all official records; may designate a Membership Chair to keep a complete list of Members and send out notices of meetings; and shall have charge of correspondence. 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's accounts shall be examined annually by an auditor, or an auditing committee of not less than three (3) Members, approved by the Executive Board by March 15<sup>th</sup> of each year, and signed as approved.

## **ARTICLE VII Funds & 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 or Vice President.
- Section 3: Any allocation exceeding \$1,000 must be ratified by 2/3 of the Executive Board present and voting.
- Section 4: No Member of this organization shall incur any personal liability 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 or 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 per 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 agenda shall be presented to the Members in accordance with *Robert's Rules of Order - Newly Revised*.
- Section 5: Five (5) Members in good standing shall constitute a quorum at a 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 President 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 special tasks to benefit the Library.

**ARTICLE X Amendments:**

Section 1: Proposed amendments shall be posted at the Library at least two (2) weeks prior to the meeting. 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.

**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 Library also known as 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
Amended by the Membership:	February 26, 2013
Amended by the Membership:	December 3, 2013
Amended by the Membership:	September 12, 2018
Amended by the Membership:	June 22, 2022