

**CONSTITUTION AND BY-LAWS OF  
THE FRIENDS OF THE EAST TROY LIONS PUBLIC LIBRARY**

**Article I. Name**

**Section 1.** The name of this organization shall be THE FRIENDS OF THE EAST TROY LIONS PUBLIC LIBRARY, INC, an non-profit organization.

**Article II. PURPOSE**

**Section 1.** Recognizing that it is the function of the Library Board to direct library policy. The purpose of this organization shall be to maintain an association of persons interested in the East Troy Lions Public Library; to strengthen community support of the library; to cooperate with the library in facilitating the expansion of library service and programs; to interpret the needs of the library to the community and to encourage gifts, endowments and bequests to the library.

**Article III. MEMBERSHIP**

**Section 1.** Membership in this organization shall be open to all who are in sympathy with its purpose.

**Section 2.** Each membership shall be entitled to one vote.

**Article IV. OFFICERS**

**Section 1.** The officers of this organization shall be a President, Vice-President, Treasurer, Secretary and at least three directors.

**Section 2.** Officers shall be nominated by the Executive Board at least one month before the annual membership meeting. The nominations shall be submitted in writing to the membership, with the consent of the nominees, at least two weeks prior to the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

**Section 3.** Officers shall be elected by majority vote of those present at the annual meeting. Members must be present and in good standing to cast a vote.

**Section 4.** Vacancies shall be filled by appointment by the Executive Board until the next regular election.

## **Article V. DUTIES OF OFFICERS**

**Section 1.** President. The President will create agendas, preside over and conduct meetings, and as executive officer, appoint all ad hoc committees and be an ex-officio member of established committees.

**Section 2.** Vice-President. The Vice-President will perform the duties of the President in the absence of the President. In conjunction with the Treasurer, the Vice-President will assist in maintaining the roster of members. The Vice-President should succeed to the office of the President.

**Section 3.** Treasurer. The Treasurer, in conjunction with the Vice-President, shall maintain the membership roll as well as keep and maintain the financial records of the organization; promptly deposit all monies received (such as membership dues and proceeds of fundraising events); and pay all bills approved by the Executive Board.

**Section 4.** Secretary. The Secretary will record minutes of meeting or the organization and conduct all correspondence.

**Section 5.** Directors. The Directors are voting members of the Executive Board. In the event of an absence or vacancy of an officer, a director should be willing to fill in. Each Director should be a chairperson for one of the standing committees.

## **Article VI. EXECUTIVE BOARD**

**Section 1.** The Executive board shall consist of the four officers, the Board of Directors of the organization, the Library Director, a member of the Library Board (appointed by the Library Board) and the immediate Past-President.

**Section 2.** The Executive Board shall advise the President in appointing committees consistent with the purposes of this organization.

**Section 3.** Meetings of the Executive Board shall be held at least quarterly. Special meetings may be called by the President.

**Section 4.** A simple majority of the Executive Board shall constitute a quorum.

## **Article VII. COMMITTEES**

**Section 1.** Membership. Engage with the Community to recruit new members. The Membership Committee will establish and regularly assist in updating the membership database and assist in collecting membership dues. The membership chairperson shall receive all membership applications, keep an accurate record of membership and volunteer offers, and turn all monies over to the treasurer.

**Section 2. Publicity.** The Publicity Committee will promote and encourage the Friends of the East Troy Lions Public Library to participate in the programs and events of the Friends and to strengthen community support for the Friends and the Library.

The committee will be in charge of using social media to promote meetings, programs, and fundraising events with the members and with the community.

**Section 3. Volunteers.** The Volunteers Committee will organize individuals to participate in the fundraising activities of the Friends organization.

**Section 4. Fundraising.** The Fundraising committee will organize and host any/all fundraisers. All members should take an active roll in supporting the efforts of the committee. The Volunteers and Publicity Committees will work with Fundraising to assist with fundraising events.

## **Article VIII. MEETINGS**

**Section 1.** An annual meeting shall be held on a date in the month of May to be determined by the Executive Board. Members should be notified in writing at least one month prior to the date of the meeting.

**Section 2.** The Executive Board shall conduct regularly scheduled meetings.

**Section 3.** A special meeting of this organization may be called at any time by the Executive Board.

## **Article IX. DUES**

**Section 1.** Dues shall be paid annually to remain a member in good standing.

**Section 2.** A member must be in good standing to participate in any voting.

## **Article X. AMENDMENT**

**Section 1.** Amendments to this constitution and by-laws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which time the voting is to take place.

## **Article XI. PARLIAMENTARY PROCEDURE**

**Section 1.** Robert's Rules of Order, revised, when not in conflict with these by-laws and the Constitution shall govern the proceedings of this organization.

## **Article XII. TAX EXEMPT STATUS**

**Section 1.** No property or funds of the organization shall financially benefit shareholders or individuals.

**Section 2.** The organization may not participate in any political campaign.

**Section 3.** The organization is prohibited from taking any action designed to influence the passage of legislation in any legislative body.