By-Laws

Friends of The Cleve J. Fredricksen Library

ARTICLE I

Name

The name of this nonprofit organization shall be Friends of The Cleve J. Fredricksen Library, hereafter referred to as "Friends".

ARTICLE II

OBJECT

The object of this organization shall be to support Cleve J. Fredricksen Library in its efforts to serve the local community by conducting fund raising activities and special events; promoting library services and needs; generating volunteer interest and opportunities; and addressing public policy issues related to libraries. A plan of action to address the needs identified by the library shall be presented annually for approval to Friends' membership. Any and all funds generated by Friends shall be directed toward library projects at the discretion of Friends of The Cleve J. Fredricksen Library Executive Board.

The Friends shall be charitable as defined by Section 501(c)(3) of the Internal Revenue Code through Pennsylvania Citizens for Better Libraries and adopts the following language:

This corporation is organized and operated exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

ARTICLE III

MEMBERSHIP

Section 1. Eligibility

Membership shall be open to individuals interested in the above objectives. They shall have paid annual Friends' membership dues prior to the end of the calendar year and shall be considered members of Friends.

Section 2. New Members

The Membership Chairperson shall make available application for membership, accompanied by annual dues, to the Friends' Treasurer to process. Membership data shall be shared with Cleve J. Fredricksen Library.

Section 3. Dues

Dues shall be as defined in the current application brochure. The calendar year, for membership and fiscal purposes, shall begin January 1st and end December 31st of each year. Membership(s) paid at the fall book sale shall be provided the privilege of Friends' membership for the next calendar year at the discretion of Friends' Executive Board.

Dues shall be payable to "Friends of The Cleve J. Fredricksen Library" and are nonrefundable.

Any member not paying dues on or before the first fundraiser shall receive notice from the Membership Chairperson. Members in arrears shall be dropped from membership.

Section 4. Duties

All members shall be encouraged to be participating members of a Standing Committee, all Ways and Means Projects and support Cleve J. Fredricksen Library.

Section 5. Resignation

To resign, a member shall submit resignation in writing to the Membership Chairperson to advise Friends and Cleve J. Fredricksen Library. E-Mailing shall be considered written notification.

ARTICLE IV

OFFICERS – Eligibility, Election and Duties

Section 1. Elected Officers

Elected officers of Friends shall be President (Co-President), Vice President, Secretary and Treasurer. Officers shall serve for one (1) year; their term of office shall begin at the close of the General Membership annual meeting in January at which they are elected. Chairpersons of the Standing Committees are appointed by Friends' President or Co-Presidents. The Officers shall be able to serve an additional term(s) if General Membership desires.

Section 2. Friends' Executive Board shall be the elected officers and the Past Friends' President.

Section 3. Friends' Executive Committee shall be Friends' Executive Board, Friends' Standing Committee Chairpersons, and Cleve J. Fredricksen Library Director or appointed liaison(s).

Section 4. Standing Committees shall be the following:

a. **Membership – The Membership Committee shall be responsible for recruiting new members, sending annual renewal notices to current members and maintaining a current membership list including addresses, telephone numbers and e-mail addresses in cooperation with Friends' Secretary and Cleve J. Fredricksen Library's liaison. This committee is chaired by the Vice President.**

b. **Public Relations/Publicity – The Public Relations/Publicity Committee shall be responsible for press releases and contacts with other media as needed, and be available for speaking engagements to promote library needs in the community in cooperation with Cleve J. Fredricksen Library.**

c. **Ways and Means - The Ways and Means Committee shall be responsible for developing and overseeing projects and programs sponsored by Friends.**

d. **Nominating – The Nominating Committee shall be elected at the fall Friends' Executive Committee meeting. The Nominating Committee of three shall present a slate of officers at the annual January meeting. The General Membership may make additional nominations from the floor, providing the candidate is qualified and consenting.**

e. **Legislative - The Legislative Committee shall keep members informed of all state and national library legislation and shall review and recommend strategies for significant issues that arise and legislation that is proposed.**

Section 5. Officers Eligibility Qualifications

A Friends office shall be filled by a member in good standing, have knowledge of Friends' bylaws and parliamentary procedure.

Section 6. Officers

a. **The President shall preside at all meetings of Friends and its Executive Board/Executive Committee and have general supervision of the work of Friends. She/he shall be a member ex-officio of all Committees except the Nominating Committee. She/he shall oversee the election of the Nominating Committee.**

b. **The Vice President shall perform the duties of the President in her/his absence or ability to serve. She/he shall assume the office of President for the remainder of the term in the event of illness, resignation or death of the President. In case of the President's prolonged absence, the Vice President shall exercise all duties of her/his office as outlined in the bylaws. The Vice President shall serve as chairperson of the Membership Committee.**

c. **The Secretary shall keep the records of the organization and record the minutes for the Executive Board/Executive Committee, General Membership and Special Meetings. She/he shall present Executive Board recommendations at General Membership meetings as directed by the President. All minutes shall be presented to the General Membership.**

   The Secretary shall maintain the membership roster in coordination with Friends' Treasurer and the Cleve J. Fredricksen Library's liaison.

d. **The Treasurer shall receive, record and deposit all monies and balance monthly bank statements for Friends with a bank approved by Friends' Executive Board. The Treasurer shall keep a separate, detailed and accurate record ledger of all Friends' accounts. She/he shall make payment of invoices at the direction of the President and Vice President. She/he shall present a detailed report at Friends' meetings as requested by the President, compile proposed budget in cooperation with Friends' Executive Board and present a final report including income and expenses for Friends' year by mid-January. Treasurer shall prepare and submit the required year-end financial report to PCBL. Treasurer's records shall be audited at the end of each calendar year by Trustees' Liaison of The Cleve J. Fredricksen Library.**

Section 7. Vacancy

When a vacancy occurs in an elected office (other than President) a Committee of three (3), appointed by the Friends' Executive Board, shall select a qualified candidate to fulfill the remainder of the term of the office as approved by the Executive Board. As stated earlier, in the case of a Presidential vacancy, the Vice President shall perform the duties of the President.

ARTICLE V

Meetings

Section 1. Friends shall hold one (1) annual meeting mid-January each year at which time the officers shall be elected and the annual plan of action will be presented and approved. Other meetings shall be held as needed according to the priorities set in the plan.

Section 2. At any Friends' meeting, a quorum shall be those present and eligible to vote.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* shall govern the Friends in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order this organization may adopt.

ARTICLE VII

SUSPENSION OF BYLAWS

In the event that it becomes expedient to suspend the Organizational By-laws, a three-fourths (3/4) vote of a quorum of the organizational membership shall be required. This suspension shall not be applied to any voting that requires balloting.

ARTICLE VIII

AMENDMENT OF BYLAWS

These by-laws may be amended at any General Membership meeting of the Friends by two-thirds vote of the members present and voting, provided notice of pending amendment (s) has/have been submitted in writing to all members at least thirty (30) days prior. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment to these by-laws shall become the law of Friends at the close of the regular meeting at which it shall have been adopted.

ARTICLEI IX

DISSOLUTION

Upon the dissolution of the Friends of Fredricksen Library, after the payments of all liabilities, all assets of cash or other acquirements shall become the property of Cleve J. Fredricksen Library. No assets may be distributed to individual members of Friends.

Revised April 12, 2012
Revised May, 2001 (ARTICLE III – PCBL added.)
Revised February, 2001 (Change of name from West Shore to Cleve J. Fredricksen)
Revised February 1995
Revised November 28, 1984
Revised January 26, 1978
Adopted January 14, 1976