

Friends of the Poestenkill Library

Bylaws

Article I

Name

The name of the organization shall be Friends of the Poestenkill Library, Inc.

Article II

Purpose

The purpose of the organization shall be to function as an association of members to increase community interest in the Poestenkill Library and to raise funds for the support of the Poestenkill Library.

Article III

Membership

- A. Membership in this organization shall be open to all residents of the Town of Poestenkill, as well as individuals, organizations, or businesses interested in the objectives of the organization, upon payment of annual dues.
- B. Membership dues shall be set annually by the Executive Committee.
- C. Membership shall cover a calendar year beginning in May with renewals annually.
- D. Only members in good standing, those current with their membership dues, are eligible to vote at meetings.
- E. Members also serving on the Library's Board of Trustees may vote at meetings on any issue that does not relate to distribution of funds directly to the Library .

Article IV

Meetings

- A. Meetings of the membership shall be held at least three times a year.
- B. Notification of meetings shall be posted publically.
- C. The Annual Meeting for the election of the Executive Committee shall be held in October of each year.

Article V

Executive Committee

- A. The Executive Committee shall consist of the duly-elected officers of the organization.

- B. The officers shall be President, President-Elect, Treasurer, Recording Secretary, and Membership Secretary, all elected for a term of one year commencing at the meeting immediately following the election. Officers will be eligible for re-election according to the provisions set forth in the bylaws, with no maximum number of terms.
- C. Officers shall be members in good standing nominated from among the membership by a nominating committee of three members in good standing at the Annual October Meeting.
- D. Officers shall be elected at the Annual October Meeting by a plurality of votes of the membership present.
- E. No person may hold an executive position in Friends of the Poestenkill Library while serving on the Library's Board of Trustees or while being employed by the Library.
- F. While every attempt should be made to fill the positions on the Executive Committee with one person per position, some dual positions may be held by a single individual. Only the following combinations are allowed: Treasurer and Recording Secretary, Treasurer and Membership Secretary, Recording Secretary and Membership Secretary, President-Elect and Membership Secretary, President and Membership Secretary.
- G. In the event that a vacancy occurs during the term of one of the officers, a special election shall be held as soon as possible. A plurality of votes of the members present at the meeting will elect the new officer who will fulfill the remainder of the vacant position's term. In the interim period between the occurrence of the vacancy and the election of the replacement, the Executive Committee will ensure that the duties of the vacant position are performed.
- H. The Executive Committee shall have the power to remove any member of the Executive Committee for cause. This removal may only take effect after a 2/3 affirmative vote of the members present at a publically noticed removal meeting.
- I. In the event that a President, Recording Secretary, Membership Secretary, and Treasurer cannot be elected at the Annual October meeting, Article IX, Dissolution, may be invoked. Current Executive Committee officers will continue to serve until the Article IX process is completed.
- J. The Executive Committee shall review, annually, "Policies of Friends of the Poestenkill Library," as attached hereto.

Article VI
Duties of Officers

- A. President
 1. Determine agenda and preside over meetings.
 2. Appoint *ad hoc* committees and committee chairs (e.g. Market Day & Holiday

Lights.)

3. Maintain nonexecutive committee seats by appointing a chairman.
4. Call meetings as needed and cancel meetings or events as necessary.
5. Authorize payment of bills not addressed at a meeting of the Friends.
6. Provide representation at meetings of the Library Board of Trustees as needed.
7. Maintain archival electronic files of Bylaws/Policies, Membership List, and Treasurer's Spreadsheets.

B. President-Elect

1. Aid the President in all Friends of the Library endeavors.
2. Perform duties of the President in the absence of the President.
3. Fulfill the position of President the following year if required.

C. Treasurer

1. Keep and maintain an accurate record of all financial receipts and disbursements of Friends of the Poestenkill Library.
2. Collect and deposit all monies in such depositories as designated by the Executive Committee.
3. Report on finances at all regular meetings.
4. Pay bills as authorized by the President.
5. Checks may be signed by the Treasurer or the President. Signature cards will be required at the designated depository.
6. The Treasurer and the President will submit the Friends' Employer I.D. and their social security numbers at the designated depository.
7. File the annual not-for-profit paperwork.

D. Recording Secretary

1. Record attendance at all meetings.
2. Take minutes at all meetings.
3. Maintain the minutes and send approved minutes to the President to be saved.
4. Attend to all correspondence necessary to conduct business.
5. E-mail meeting minutes to active members.
6. Provide minutes to any member who is a committee chair or who needs a copy of the minutes for Friends' library business only.

E. Membership Secretary

1. Keep a current membership list of Friends of the Poestenkill Library.
2. Assist other Executive Committee members in soliciting new members.
3. Mail annual reminders of membership dues prior to the May membership date.
4. Provide Membership list to any member who requests it for Friends' library business only.

Article VII

Financial Assistance to the Library

A. Requests from the Library Director and/or Board of Trustees:

1. At a regularly scheduled and publicized meeting of the Friends of the Poestenkill Library, the President may present requests from the Library Director and/or Board of Trustees for funds to purchase or subsidize certain items that are not in the library's current budget (e.g. professional development seminars, special shelving, new reference materials, etc.) Members will then discuss and vote on a disbursement from their treasury.
- B. Also, the Friends support the library through operating support, endowment contributions, and other periodic or one-time transfer funds as voted by the members.

Article VIII Amendments

Amendments to these bylaws may be made by presenting them at a regular meeting and voting at the next meeting. A two-thirds (2/3) vote of members present is required to pass. In order to be identified, amendments should be typed in italics in these bylaws.

Article IX Dissolution

- A. In the event that a President, Recording Secretary, Membership Secretary, and Treasurer cannot be elected at the Annual October meeting, the process for dissolution may be started:
1. Notification will be sent within four weeks of the Annual October meeting to all members in good standing announcing a meeting to discuss dissolution. A public posting of this meeting will also be done.
 2. If officers can be elected to complete the Executive Committee at this meeting, the dissolution process will end. Election will be by plurality vote of members present.
 3. If Executive Committee vacancies still exist, a vote to dissolve will be held. A 2/3 affirmative vote of the members present is required for dissolution.
 4. If less than 2/3 of the members vote to dissolve and the Executive Committee still has vacancies, another meeting will be held within 4 weeks. If Executive Committee vacancies still remain after the second dissolution discussion, dissolution of the Friends of the Poestenkill Library will occur.
- B. In the event of the dissolution of this organization, all assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code to the Poestenkill Library providing it is tax exempt at the time or shall be distributed to a state or local government, for a public purpose.

Approved amendments - October 19, 2015