

Friends of the Summerville Library

**ByLaws**

Adopted and Effective August 15, 2005  
(Amended August 11, 2015)

## **BYLAWS of THE FRIENDS of the SUMMERVILLE LIBRARY**

### Article I - NAME

The name of this organization shall be “Friends of the Summerville Library,” or “FOSL.” It is an independent 501(c)3 organization for state and federal tax and legal purposes.

### Article II - MISSION STATEMENT

The mission of FOSL shall be to act as a bridge to the community by:

- A. Increasing public awareness of, focusing attention on, and expanding the use of the library as a major resource for an informed community;
- B. Initiating, organizing, promoting, and encouraging cultural and educational activities;
- C. Stimulating gifts and endowments for the library as well as fund-raising in support of library and FOSL activities, and;
- D. Working with the Library Board of Trustees, the Library Director, and the Library Manager in a spirit of mutual cooperation.

### Article III - MEMBERSHIP

Membership is granted upon acceptance of payment of annual dues. Dues shall be payable annually at a rate set by the Board. Classes of membership may be established by vote of the organization. Each member shall have one vote on any issue. Only members in good standing (dues paid up-to-date) may vote and are eligible to serve on the board.

### Article IV - OFFICERS

Officers of the organization shall be President, Vice President, Secretary, and Treasurer. Their duties are as follows:

- A. President - The President shall preside at organizational meetings and preserve order. He or she shall enforce the bylaws and perform such other duties as may be appropriate. He or she shall appoint such committees as are necessary for the running of the organization and is an ex-officio member of committees. The President has the power to call meetings of all committees as deemed necessary.
- B. Vice President - The Vice President shall perform the duties of the President in his or her absence and shall succeed to the office of President should the office become vacant. Primary duties of the Vice President shall be member retention and recruitment, and maintenance of official membership records. The Vice President shall be responsible for sending out dues notices prior to each member’s expiration date.
- C. Secretary - The Secretary shall attend and record minutes of Executive Board and general FOSL meetings. He or she shall be responsible for the maintenance and safe-keeping of all records of the organization other than those maintained by the Treasurer. The Secretary shall be responsible for the issuing of all meeting notices and minutes.
- D. Treasurer - The duties of the Treasurer shall be to keep an accurate record of all monies received and disbursed by the organization and to present a report at each general FOSL meeting. The Treasurer or President must sign all bank drafts and checks. Reimbursements will only be issued with a valid receipt.

If reimbursement is due to the President or Treasurer, the opposite party must sign the check. The Treasurer shall be responsible for the filing of all required documents relevant to the finances of the organization, including taxes and non-profit status of FOSL. The fiscal year shall commence on January 1. The Treasurer shall chair a committee to prepare an annual budget to be presented to the membership for approval at the November meeting. All expenditures not covered by the approved budget must be voted upon at the next general meeting.

#### Article V - BOARD OF DIRECTORS

Between annual meetings, FOSL will be governed by a Board of Directors. The Board of Directors will consist of the four elected officers and two members at large in good standing appointed by the President. Appointments will be approved by the Executive Board at the next board meeting. The President will act as chair of the board.

Any Director who is absent for three consecutive meetings without providing reasonable cause may be deemed to have resigned from the board. At the next board meeting following the member's third absence the President must report the absences to the board and a majority of the board may act to accept the implied resignation.

If any Board of Directors member is not performing their duties to the satisfaction of the Board, this procedure shall be followed:

1. Three other Board members will meet with the individual to discuss concerns. If concerns cannot be resolved, then the individual will be asked to resign from the Board of Directors.
2. Refusal to resign from the Board of Directors will result in removal upon a 2/3 vote by the entire Board of Directors.

#### Article VI - ELECTIONS

The President shall appoint a Nominating Committee in March preceding an election in June at the annual meeting. The committee will present a slate of one name for each vacant office on the board and nominations may also be made from the floor at the annual meeting. Voting will be by secret ballot if there is more than one candidate per office at the annual meeting.

If a vacancy occurs in any office, the President will appoint a member to complete the term. The Board of Directors will review the appointments. Officers will serve a two year term with a maximum of four consecutive years as an officer. They will assume their duties July 1. Past officers who have exceeded the four year limit may be elected after a one year hiatus.

#### Article VII - MEETINGS

The annual meeting is held in June and shall be for the purpose of electing officers and accounting reports for the preceding year. A quorum shall be the current dues-paying members in attendance. Special meetings may be called by a petition bearing the signatures of seven members.

## Article VIII - STANDING COMMITTEES

The Standing Committees shall be:

1) Advocacy, 2) Book Sale, 3) Events, 4) Fundraising, and 5) Public Relations and Publicity.

Committee Chairs shall be selected by the President and approved by the Board of Directors. Each committee will perform specific duties as denoted by their office and work in cooperation with the other committees. Each committee will establish a basic policies and procedures guideline for their committee and submit it to the Board of Directors for approval.

## Article IX - PARLIAMENTARY PROCEDURES

Robert's Rules of Order, The Modern Edition, will be used as a reference, subject to local custom, during the conduct of and reporting of the proceedings of FOSL.

## Article X - AMENDMENTS

After at least 14 days notice, amendments to these Bylaws may be approved by vote of two-thirds of those present. The Bylaws will be reviewed for necessary revisions every two years.

## Article XI - DISSOLUTION

Should it become desirable or necessary to dissolve this organization, FOSL, notification must be given to all members, the Dorchester County Library Board of Trustees, and the Library Director. Notice shall be given to the public in the principal geographic area served by the organization. After all obligations have been satisfied, all assets shall be promptly donated to the George H. Seago Library. In no event shall any of the assets of the Corporation accrue to any member other than as reimbursements.

Carol Brummett, President

~~July 8, 2008; July 14, 2009; September, 2001; August, 2013;~~ August 11, 2015