

**BYLAWS OF THE FRIENDS OF THE
AMERY AREA PUBLIC LIBRARY FOUNDATION, INC.**

ARTICLE I - NAME

The name of this organization shall be Friends of the Amery Area Public Library Foundation, Inc., hereinafter referred to as the Friends.

ARTICLE II - PURPOSE

The purpose of the Friends shall be:

1. To receive, administer and distribute contributions and accruals for the benefit of the Amery Area Public Library system. The Friends Foundation is organized for charitable purposes.
2. To raise monies and/or attract gifts for the Amery Area Public Library in ways that are enjoyable and involve the library community.
3. To raise awareness of the library's role in our community by spending monies raised by the Friends on library related community activities both on site, at the schools and in summer programs.
4. To assist the Amery Area Public Library Board in special projects whenever requested, including providing money for various library projects, equipment, materials and activities.

ARTICLE III - MEMBERSHIP AND DUES

Section I. Qualifications for Membership

Membership in this Association shall be open to all individuals who desire to support the Amery Area Public Library.

Section 2. Dues

1. The Board of Directors shall recommend the amount of the annual dues.
2. The amount of dues shall be determined by vote at each annual meeting.
3. Dues shall be payable annually, in January.

ARTICLE IV - BOARD OF DIRECTORS AND OFFICERS

Section 1. Board of Directors

1. Directors shall be elected at the Annual Meeting in November by a majority of Friends' members present and voting. The newly-elected directors shall take office immediately upon conclusion of this meeting.

2. There shall be nine (9) adult directors, plus the outgoing president shall remain on the board for one year as an ex-officio member to serve as a source of information and guidance to the new president. If a board member resigns during his/her term, the president will appoint a replacement for the remainder of the term. Any board member may be removed by majority vote of the remaining members.
3. Duties and powers:
 - a. The Board of Directors shall constitute the executive board of this organization and be responsible for implementing the policies approved by the general membership at the annual November meeting.
 - b. It shall authorize expenditures and shall not create any indebtedness beyond the current income of the organization.
 - c. It shall submit matters of new business and policy to the respective standing or special committees for study and recommendation to the board, except if those matters can be resolved during the conduct of a regular meeting.
 - d. It shall conduct all normal business of the organization from month to month and can approve any activity not in conflict with the dictates of the general membership at the annual meeting.
 - e. The board members will receive no compensation for the performance of duties, except that members and others may be reimbursed for personal expenses incurred in the conduct of Friends' business.

Section 2. Officers

1. The officers shall be elected from, and by, the members of the Board of Directors.
2. There shall be a President, Vice President, Secretary and Treasurer.
3. The duties of each officer shall be those usually associated with that office, which include:
 - a. President. He/she shall:
 - i. Be the chief executive officer of this organization;
 - ii. Preside at all meetings of the Board of Directors of this organization;
 - iii. Appoint the standing/special committees and chairpersons, with consent of the majority of the Board of Directors;
 - iv. Monitor the progress of all issues delegated to committees to see that goals of the organization are achieved;
 - v. See that members are given notice of all meetings and elections;
 - vi. Arrange for an annual review/audit of the financial records of this organization.

b. Vice President

- i. If the president is unable to perform the duties of his/her office for any reason, the vice president shall occupy his/her position and perform duties with the same authority as the president.
- ii. The vice president shall, under the direction of the president, oversee the functioning of those committees of this organization as the president shall designate.

c. Secretary. He/she shall:

- i. Keep and maintain minutes of the business conducted at board meetings and the annual meeting, including votes taken.
- ii. Keep records of attendance, committee appointments, elections, member information, and addresses and telephone numbers of members.
- iii. Take care of any correspondence as directed by the president.
- iv. Arrange for keeping and storage of significant organizational records.

d. Treasurer. He/she shall:

- i. Receive all monies and deposit same in a financial institution approved by the Board of Directors;
- ii. Disburse monies in payment of organizational obligations only on authority given by the Board of Directors;
- iii. Have custody of and keep and maintain general records of organization receipts and disbursements;
- iv. Arrange for issuance of notice of annual dues and for statements of other financial obligations owed to this organization;
- v. Prepare and submit monthly financial reports to the Board of Directors;
- vi. Shall prepare and submit all filings required by statute, whether federal or state.

Section 3. Terms of Office

1. The Board of Directors shall elect officers at the next meeting following the Annual Meeting.
2. Terms of the officers shall be for two years. Five (5) directors will be elected in even-numbered years and four (4) in odd-numbered years.

Section 4. Meetings

1. A simple majority of the Board of Directors shall constitute a quorum. In order to be more certain that a quorum is always present, any member of the Board who is likely to be absent from a regular meeting, or who must leave a meeting before its conclusion, may appoint another Friends' member as a proxy who will have all of the voting rights of a regular member of the Board of Directors. The president must be notified prior to the start of the meeting if any such arrangements have been made.
2. Board of Directors' meetings must be held at least once per quarter and may be held at

such other times as the Board elects, or the president decrees.

ARTICLE V - FUNDS

Section 1. Bank Account

All funds shall be deposited to the account of The Friends of the Amery Area Public Library Foundation, Inc., and shall be disbursed by the Treasurer as authorized by the Board of Directors.

Section 2. Annual Review

The Board shall arrange for a review to be made of all Friends' accounts prior to the Annual Meeting. This review shall be done by at least two (2) Board members or a qualified accountant.

Section 3. Fiscal Year

The fiscal year shall be the calendar year.

ARTICLE VI - MEETINGS

Section 1. Regulations

All meetings shall be open to the general public.

Section 2. Rules of Order

1. Initiating Action
 - a. Any member in good standing may make a motion for conduct of the organization's business at the annual November meeting.
 - b. All members are welcome to attend Board of Directors' meetings and may speak and make suggestions, but motions for action at these meetings can only be made and voted on by members of the Board of Directors.
2. Roberts Rules of Order shall be the parliamentary authority in all cases not covered by these laws.

Section 3. Annual Meeting

1. An annual meeting of the members shall be held in November to conduct the business of the Friends and to hold Board of Directors' elections. The president shall post notice of the meeting on the Amery Library bulletin board at least two (2) weeks in advance of the meeting.
2. A quorum shall consist of those who attend the annual meeting. Actions can then be taken by a simple majority of those present.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended by a majority vote at any meeting, if prior notice has been posted at the Amery Area Public Library for at least 21 days before the meeting.

ARTICLE VIII - DISSOLUTION OF THE FRIENDS

Upon dissolution, all assets of the Friends shall become available to the Amery Area Public Library.

(These Bylaws adopted by The Friends of the Amery Area Public Library Foundation, Inc., on June 15, 2015)

RELATED POLICIES

Policy 1

Protocol and procedures for the collection and distribution of monetary donations.

Deposits

Monies collected for the Friends of the Amery Area Public Library Foundation, Inc., such as at fund raisers or through contributions, shall be collected at the conclusion of the event and tallied (on site if accommodations permit) by no fewer than two members of the Friends.

Funds are to be deposited in a Friends' account at a financial facility on the day of the event or as soon as possible thereafter.

Receipts for expenses and deposits shall be presented to the treasurer.

(Policy 1 adopted by Friends of the Amery Area Public Library Foundation, Inc. on June 15, 2015)

Policy 2

Standing committees of the Friends organization, including their responsibilities.

Adult Education & Special Events

1. Develop programs for adults
2. Plan and develop fund raising activities

Book Sales

1. Set up and manage periodic sales of donated books, magazines, movies and music
2. Schedule volunteers for sales
3. Secure volunteers to take care of various sections of the book sales room
4. Manage the recycling and purging of unwanted materials

Brat Stand

1. Secure dates
2. Schedule volunteers
3. Organize and manage sales, set up and clean up

Budget

1. Submit annual budgets for Board approval
2. Assist in organizing an annual audit
3. Track yearly obligations such as Read to Me, Raffle and License

Communication and Cloud

1. Train board members on use of Yahoo communication and the Cloud
2. Set up workshops when needed

Community Events

1. Be responsible for coordinating Friends' activities at the annual Art Fair, Fall Festival, Christmas Holiday Parade, and others that may arise
2. Schedule volunteers for booths, parades and other usual activities

Investment Committee

1. The Committee shall consist of the president, treasurer and three other members who may be directors or other persons with special expertise in analyzing investments.
2. It shall work to develop investment policies for fiscal consideration by the Board of Directors, including recommending what funds should be invested, and where.
3. It shall serve as an advisor to review major contributions, along with the gift giver if possible, and to recommend how the funds should be used or invested in order to carry out the conditions of the gift.

Library Board Liaison

1. Attend Amery Area Public Library Board of Trustees' meetings to enhance communication between the Amery Library and the Friends
2. Represent Friends and Amery Library at other area library related meetings or activities

Membership

1. Conduct yearly membership drives
2. Maintain updated membership lists

3. Develop and maintain system for collecting dues
4. Organize special activities for attracting new members

National Library Week

1. Purchase and deliver baby gifts
2. Submit news article to publicize this event

Nominating

1. At the end of each regular term of office, outgoing Board members will constitute a committee which will present a slate of candidates for their vacated positions.
2. Members of the Board whose terms are expiring may run for reelection.

Publicity

1. Prepare and submit an annual full page article for the Amery Free Press
2. Be responsible for general publicity on a regular basis
3. Keep website information updated
4. Maintain up-to-date bulletin board information in the library
5. Coordinate communication with the Polk County Friends organization

Scholarship Awards

1. Manage and facilitate the Grasser and Book Worm scholarships
2. Develop and periodically refine the qualifications for the awards
3. Advertise the awards and solicit applicants
4. Coordinate scholarship activities with the Amery Schools

(Policy 2 adopted by Friends of the Amery Area Public Library Foundation, Inc., on June 15, 2015)

Policy 3

Attendance at meetings

All members of the Board of Directors should take seriously the commitment to attend all meetings. It is understood that health issues and other excusable circumstances will arise that may interfere with 100% attendance, but if a director cannot attend at least 75% of the scheduled meetings he/she should consider resigning from the Board. However, the appointment of a proxy would satisfy the attendance requirement. The director who expects to be absent should secure the proxy in advance, if possible, but if not, the president should be notified so he/she can then appoint the proxy.

(Policy 3 adopted by Friends of the Amery Area Public Library Foundation, Inc., on June 15, 2015)

Policy 4

Disbursement of funds

The president and treasurer shall have the privilege of signing checks or drafts. The check-writing authorization must be changed at the appropriate financial institution within one week of a change of either of these officers.

(Policy 4 adopted by Friends of the Amery Area Public Library Foundation, Inc., on June 15, 2015)