

Bylaws of the Friends of the Cadott Community Library

Non-Profit Established: 2016

Bylaws Updated: 2022

Mission Statement: Enhancing Library Services through fundraising, event planning, and collection development spending.

ARTICLE I—Purpose

Section 1 The purpose of this organization shall be:

1. To promote and stimulate a closer relationship between the library and the citizens of the community
2. To promote knowledge of the functions, resources, services and needs of the library
3. To aid in the development and enhancement of programs held on behalf of the library
4. To encourage donations, memorials, and bequests for the future success of the library
5. To specifically fundraise for a new library building, improvement of library spaces and collections

ARTICLE II—Executive Board

Section 1 The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer.

Section 2 The Library Director shall act as an advisor to the board.

Section 3 Meetings of the executive board shall be held prior to each regular meeting or as deemed necessary by the president.

Section 4 Vacancies in any elective office and between elections shall be appointed by the president, subject to board approval.

ARTICLE III—Terms of Office

Section 1 Terms of office shall be for two (2) years for each position.

Section 2 Election of officers shall be held at the first regular meeting in even calendar years.

Section 3 An individual on the board may hold an individual office for no more than three (3) consecutive terms and may not hold that office again for at least one term.

ARTICLE IV—Duties of Officers

Section 1 The president shall be the presiding officer at all meetings of the Executive Board and of the members. The president shall appoint all special committees, subject to the approval of the membership at any scheduled meeting. The president shall be ex-officio member of all committees. The president shall be executive officer of the organization and shall carry out all the plans and policies determined by the membership.

Section 2 The Vice-President shall preside in the absence of the President and shall perform such duties as requested by the President.

Section 3 The treasurer shall keep the books, collect all monies, oversee an annual audit, and acknowledge donations, memorials, and bequests. They will work with the Library Director to keep an accurate ledger of spending.

Section 4 The secretary shall keep the minutes of all the meetings, maintain list of attendance, and take care of all correspondence.

Section 5 Executive officers have final approval of all spending, after discussion and vote by membership.

ARTICLE V— Requirements to Hold Office

Section 1 To hold an office, members must participate in ½ of meetings or have been a recently active volunteer in the prior year.

Section 2 The Office of Treasurer may be held only by a member who has contributed to the organization for at least two (2) years.

Section 3 Exceptions for the above may be made if nomination is approved by the president in case of extreme need, and voted upon by the membership in quorum.

Section 4 Members wishing to hold office should disclose any potential conflicts of interest at the time of nomination, prior to voting by members.

ARTICLE VI—MEETINGS

Section 1 Regular meetings shall be held four times per year at an area business. Routinely, these meetings have been held in February, April, August, and November, but may be subject to change.

Section 2 Membership will be notified of meeting times and agenda two (2) weeks in advance. Agendas and Minutes are available in the library, on the Friend's webpage, and via social media.

Section 3 Special meetings shall be called by the president as necessary and may be held at the Cadott Library, local business, or other public space.

Section 4 Members in attendance shall constitute a Quorum.

Section 5 Meeting minutes will be dispersed to members within 14 days and subject to approval at the next meeting.

Section 6 Disclosure on an agenda will be made if there is potential for a quorum of Library Trustees in attendance. No direct library business may be discussed or voted upon by Trustees.

ARTICLE VII—MEMBERSHIP

Section 1 Membership in Friends of the Library shall be open to anyone interested in the continuance of library service to the Cadott community, regardless of their primary place of residence.

Section 2 Members are encouraged to contribute time, materials, skills, or monies. No dues are required.

ARTICLE VIII—CHANGES TO BYLAWS AND POLICY ADOPTION

Section 1 Bylaws are to be reviewed at each Election Meeting (the First meeting in an even year). Changes may occur by unanimous vote of officers present.

Section 2 In case of a split vote, bylaws discussion will be opened to full membership. Officers will then revote, with a majority rule.

ARTICLE VIII—DISBANDMENT

Section 1 If the Friends of the Library should ever disband, all monies in the Treasury shall be given to the Cadott Community Library.