

FRIENDS OF THE MILTON PUBLIC LIBRARY, Inc.  
BY-LAWS  
APPROVED January 27, 2005

SECTION 1- NAME: The name of this organization shall be the FRIENDS OF THE MILTON PUBLIC LIBRARY, Inc.

SECTION II – PURPOSE

The purpose of this organization shall be to foster closer relations between the Milton Public Library and the citizens of Milton and environs; to promote knowledge of the functions, resources, services, and needs of the Library; to lead in the development of a program for the extension and improvement of the Library services and resources; and to aid in the provision of adequate housing and other facilities for the Library.

SECTION III – NATURE OF ORGANIZATION

The organization shall be a non-profit corporation, organized and operated exclusively for educational purposes. No part of the net income of the corporation shall inure to the benefit of any private member or individual.

SECTION IV – MEMBERSHIP

Membership in this organization shall be open to all individuals and organizations in sympathy with its purposes. Each individual and organization shall be entitled to one vote at all regular and special meetings.

SECTION V – DUES

Membership dues shall be annual and payable in January. Annual dues and classes of membership shall be established by the Board of Directors and approved by the membership.

SECTION VI – ELECTION OF OFFICERS

The officers of this organization shall be President, Vice-President, Secretary, and Treasurer. Officers shall be nominated by a Nominating Committee appointed by the Board of Directors. The nominations shall be submitted in writing to the membership at least two weeks prior to the annual meeting in December to elect officers. Additional nominations may be made from the floor at that meeting with the consent of the nominee. Officers shall be elected by majority vote of those present at the annual meeting. The term of office shall be for one year. Vacancies shall be filled by appointment by the Board of Directors until the next regular election.

SECTION VII – DUTIES OF THE OFFICERS

President – The President shall be the chief executive officer of the organization. The President shall have such powers as may be reasonably construed as belonging to the chief executive of any organization including, but not limited to:

- Shall preside at all meetings
- Shall be chairperson of the Board of Directors
- Shall present an annual report of the work of the organization at each annual meeting
- Shall appoint all committees and serve as an ex-officio member on all committees
- Shall see that all books, reports, and certificates required by law are properly kept or filed
- Shall be one of the officers who may sign checks and/or drafts of the organization

Vice-President – The Vice President shall perform such duties as requested by the President or the Board of Directors. The Vice President, in the event of the absence or inability of the President to exercise the office:

- Shall become acting President of the organization with all the rights, privileges and powers as if (s)he had been the duly elected President
- Shall be one of the officers who may sign checks and/or drafts of the organization.

Secretary – The Secretary shall perform such duties as requested by the President or the Board of Directors. The Secretary:

- Shall keep the minutes and records of the organization in appropriate books
- Shall file any certificate required by any federal or state statute
- Shall give and serve all notices to members of this organization
- Shall be the official custodian of the records and seal of this organization
- Shall present to the membership at meetings communication addressed to the Secretary of the organization
- Shall attend to all correspondence of the organization
- Shall exercise all duties incident to the office of Secretary
- Shall be one of the officers who may sign checks and/or drafts of the organization

Treasurer – The Treasurer shall perform such duties as requested by the President or the Board of Directors. The Treasurer:

- Shall have the care and custody of all monies belonging to the organization
- Shall be solely responsible for such monies or securities of the organization
- Shall deposit monies in the organization's bank account in a timely manner
- Shall pay all bills and transactions by check
- Shall render at stated periods a written account of the finances of the organization and such report shall be physically affixed to the minutes of such meeting
- Shall exercise all duties incident to the office of the Treasurer
- Must sign checks and/or drafts of the organization

All officers shall be authorized to sign checks and/or drafts of the organization. A total of two officers must sign all checks and/or drafts of the organization, one of which must be the Treasurer. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

## SECTION VIII – THE BOARD OF DIRECTORS

The members of the Board of Directors shall consist of the officers of the organization and chairpersons of all standing committees. The Manager of the Milton Public Library shall serve as ex-officio member of the Board. The Board of Directors shall meet monthly. Special meetings may be called at discretion of the President. A majority of the Board of Directors shall constitute a quorum. It shall be the duty of the Board of Directors to consider the reports of all standing and special committees and to generally supervise and manage the affairs of the organization.

## SECTION IX – COMMITTEES

The President, upon taking office, shall appoint the chairpersons of all standing committees. These chairs shall serve for a period of one year and shall be members of the Board of Directors. The Standing Committees are:

Membership – The Membership Committee shall be responsible for assisting in matters concerning the acquisition of new members, the renewal of existing memberships, and the maintenance of a membership list.

Publicity – The Publicity Committee shall be responsible for special functions and events sponsored by the organization and to inform the public of the organization's existence and purpose. This Committee shall also be responsible for the publication and mailing of a quarterly newsletter to the membership

Program – The Program Committee shall be responsible for planning the program for membership meetings.

Book Sale - The Book Sale committee shall be responsible for all book sale activities during the year.

Financial – The Financial Committee shall be responsible for assisting the Treasurer in preparing the annual budget and other financial matters deemed necessary by the Board of Directors.

Special Projects - The Special Projects Committee shall be responsible for recommending, planning and facilitating special projects relating to fundraising and other activities. The Board of directors shall approve all special projects.

Legislative – The Legislative Committee shall be responsible for informing the Board of Directors and the membership of local and state legislation concerning libraries for and recommending any action which the organization might take in obtaining legislation beneficial for libraries.

#### SECTION X – MEETINGS

This organization shall hold its annual membership meeting in December. Regular membership meetings shall be held monthly, and the dates shall be recommended by the Board of Directors and approved by the membership. A special meeting of the membership may be called by a majority decision of the members of the Board of Directors. The Board of Directors shall hold monthly meetings which will be open to the membership.

#### SECTION XI – AMENDMENT OF BY-LAWS

The by-laws may be amended by a majority vote of the Board of Directors and an affirmative vote of two-thirds of the members present at an assembled meeting. Amendments must be submitted in writing to the membership at least two weeks before such meeting.

#### SECTION XII – DISSOLUTION

Dissolution shall be by the majority vote of the membership of the Friends of the Milton Public Library present at the dissolution meeting, which should be a special meeting called by the Board of Directors. Any assets of this corporation at the time of dissolution shall be given to the Milton Public Library, or its surviving entity.

#### SECTION XIII – PARLIAMENTARY PROCEDURES

Roberts' Rules of Order, Revised, when not in conflict with these by-laws and constitution, shall govern the proceedings of this organization. All applicable state and federal laws that govern not for profit organizations shall be followed.

#### SECTION XIV – EFFECTIVE DATE

These by-laws shall take effect immediately upon approval of the membership.

Date approved: January 27, 2005

Signatures of the Board of Directors

President: *C. E. "Ned" France, Jr.*

Vice-President: *Gloria Cook*

Secretary: *Peggy Gale*

Treasurer: *Peggy Toifel*