

BYLAWS OF THE FRIENDS OF THE GOLDENDALE COMMUNITY LIBRARY

ARTICLE I: Name and Status

Section 1. The name of this organization shall be Friends of the Goldendale Community Library, hereinafter referred to as the Friends.

Section 2. The Friends is affiliated with the Fort Vancouver Regional Library Foundation, a tax-exempt, non-profit corporation registered with the State of Washington under RCW 24.03, and operating for charitable purposes under Section 501 (c) 3 of the Internal Revenue Code.

ARTICLE II: Purposes and Activities

Section 1. The purpose of the Friends shall be to maintain an association of persons interested in the public library. Friends members have a common concern for the Goldendale Community Library and its active expansion and participation in community life. They have a conviction that good library service is important to everyone.

Section 2. The activities of the Friends may include:

- A) supporting the library through contributing volunteer hours and ideas to promote the library mission,
- B) raising funds for equipment, materials, and other needs which are within the stated mission of the library; and
- C) underwriting talks, exhibits, films, story hours, and other culturally enriching community Library programs, all free and open to the public

ARTICLE III: Membership and Dues

Section 1. Any individual interested in the purposes of the Friends may become a member upon payment of dues in one of the following categories:

(1) Student or Senior	Annual	\$ 3.00
(2) Individual	Annual	\$ 5.00
(3) Family	Annual	\$ 10.00
(4) Sustaining	Annual	\$ 25.00
(5) Lifetime	One Time	\$100.00

Section 2. Each member current in payment of dues shall be entitled to one vote on each matter submitted to a vote at any meeting of members.

Section 3. Senior membership may apply to persons aged 65 years and older who request it.

Section 4. Lifetime membership will be for an individual, an individual and his/her spouse, or a couple and their children. The children will be included in the Lifetime membership until the age of 18.

ARTICLE IV: Meetings

Section 1. The regular meetings of this organization shall be held bimonthly, usually in January, March, May, July, September, and November.

Section 2. A schedule of regular meetings shall be established by the Executive Board following the election of officers.

Section 3. Ad hoc meetings of the Executive Board may be called by the Executive Board or by the President of the organization. Any member of the Executive Board may request an e-mail Executive Board meeting, which may be called by the President. All members of the Executive Board shall be contacted, and a minimum of three of the four members shall respond affirmatively within the specified time period.

Ad hoc membership meetings may be called by the President upon written request of at least seven members.

Section 4. A quorum to conduct meetings shall consist of the members present.

ARTICLE V: Election of Officers

Section 1. The officers of the organization shall be President, Vice President, Secretary, and Treasurer. Officers are elected by a majority vote of the members present at the last regular meeting of the calendar year.

Section 2. The terms of office shall be two years, beginning January 1 following their election. The offices of President and Vice President shall be up for election during the even numbered years. The offices of Secretary and Treasurer shall be up for election during the odd numbered years.

Section 3. A Nominating Committee shall be appointed by the President at the regular meeting preceding the election of officers. The committee shall present a slate of candidates for offices at the next regular meeting. Further nominations may be made from the floor by any member.

Section 4. In the event of a vacancy in any office, the vacancy shall be filled by direction of the Executive Board. Such appointee, upon acceptance, shall serve the balance of the unexpired term.

Section 5. Due cause for removal of an officer shall be two consecutive unexcused absences from regularly scheduled bimonthly meetings or failure to perform stated duties.

Executive Board members shall send written notice to the officer in question of the intent to present a motion for removal for specified due cause at the next regularly scheduled membership meeting. A motion for removal may be approved by a majority vote of those present.

ARTICLE VI: Duties of Officers

Section 1. The duties of the President shall be the following: supervise all activities of the Friends; preside over and conduct all meetings of the membership and the Executive Board; call such meetings of both as shall be deemed necessary; appoint committees; be an ex-officio member of all committees.

Section 2. The duties of the Vice President shall be the following: perform the duties of the President in the President's absence; be the chairperson of the Membership Committee; perform other duties assigned by the President.

Section 3. The duties of the Treasurer shall be the following: be responsible for the collection, safekeeping, and expenditure of all funds, securities, and property of the Friends; maintain bank accounts and depositories designated by the Executive Board; keep and maintain the financial records of all business transactions; present a treasurer's report during each meeting of the membership; submit a yearly financial report to the Fort Vancouver Regional Library Foundation for the fiscal year beginning July 1 and ending June 30 and present a summary of that yearly report during the next regular meeting; submit all books of account to the special committee for the annual financial review as outlined in Article IX, Section 6; assist the Budget and Finance Committee in preparing a budget for the upcoming fiscal year.

Section 4. The duties of the Secretary shall be the following: notify the members of the time and place of the regular meetings; record attendance; record and report minutes of all membership and Executive Board meetings; and conduct the correspondence of the Friends.

ARTICLE VII: The Executive Board

Section 1. The Executive Board shall consist of the President, Vice President, Treasurer, and Secretary. The Goldendale Community Librarian shall be an ex-officio, non-voting member. Other members or citizens may be included as advisory, non-voting members. A quorum to conduct business shall consist of three officers.

Section 2. The Executive Board shall have the powers and duties necessary or appropriate for the administration of the affairs of the Friends.

ARTICLE VIII: Committees

Section 1. The following standing committees may be maintained: Membership, Volunteer, Book Sale, Social, Historian, and Newsletter.

Section 2. Duties of the Standing Committees:

- (a) Membership Committee shall arrange for membership recruitment at Friends functions and provide leadership in building and maintaining membership.
- (b) Volunteer Committee shall build and maintain a list of volunteers for Friends and library activities; and when possible, help arrange for individuals to provide service as requested by the librarian or committee chairperson.
- (c) Book Sale Committee shall organize and provide management of the Friends book sale, usually held during the Goldendale Community Days Celebration.
- (d) Social Committee shall organize and provide leadership for the Ice Cream Social, usually held during the first week of August. When possible, it shall provide for refreshments at Library or Friends functions, as requested by the Librarian or the Friends.
- (e) Historian Committee shall keep a record of activities of the organization for the files, which may consist of newspaper articles, photographs, and other documentation.
- (f) Newsletter Committee shall publish and mail a newsletter at intervals as directed by the Executive Board.

Section 3. Ad hoc Committees may be appointed at the discretion of the President or upon request of the Executive Board.

Section 4. Committee chairpersons shall call committee meetings as necessary; plan and provide for the organization of work to be done; keep the Librarian and President

informed of committee activities; give committee reports at the regular meetings; and provide records of committee activities to be filed by the President for future reference.

ARTICLE IX: Finances

Section 1. Financial records shall be maintained in compliance with the requirements and intent prescribed by the relevant section of the U. S. Internal Revenue Code and to conform to the accounting procedures of the Fort Vancouver Regional Library Foundation. Financial records are available to Board members and the general membership.

Section 2. Fiscal accounting year shall be July 1 through June 30.

Section 3. The Executive Board is authorized to accept contributions and donations made in support of the purposes of the Friends.

Section 4. All funds of the Friends shall be deposited in appropriate bank accounts. All expenditures shall be presented to the Executive Board for approval. Disbursal of funds shall be by check. All checks shall require the signatures of two officers, one of which shall be either the President or the Treasurer.

Section 5. A Budget and Finance Committee, including the Treasurer, shall be appointed by the President. It shall be the duty of the Budget and Finance Committee to prepare a budget for the next fiscal year. The committee shall submit the budget to the membership for a vote of approval at the regular March membership meeting.

The Executive Board has the authority to exceed the designated, approved amount of any line item without the approval of the membership. Such action must be reported at the next regular membership meeting of the Friends.

Section 6. An annual financial review of the Treasurer's books of account shall be conducted by an ad hoc committee appointed in July by the President with approval of the Executive Board. The committee shall render a report of its findings to the membership no later than the regular September membership meeting.

Section 7. No member of the Friends, acting in good faith, shall be held personally liable in connection with any Friends undertakings.

ARTICLE X: Parliamentary Authority

Section 1. Robert's Rules of Order Revised, when not in conflict with these Bylaws or with the laws of the State of Washington, shall govern the proceedings of the Friends.

ARTICLE XI: Amendment of Bylaws

Section 1. The procedure for amending these Bylaws shall be: 1) proposed amendments shall be presented for discussion at a regular membership meeting and shall be voted on at the next regularly scheduled membership meeting, 2) amendments shall be approved by a two-thirds majority of members present.

ARTICLE XII: Dissolution

Section 1. The procedure for the dissolution of the Friends shall be: 1) proposed dissolution shall be presented for discussion at a regular or special meeting of the membership, 2) the dissolution proposal shall then be voted on at the next regularly scheduled meeting of the membership and will require a two-thirds majority of the members present.

Section 2. Upon dissolution, all assets of the Friends shall be awarded to the Goldendale Community Library, Goldendale, Washington.

Revised February 10, 2009
Approved and adopted May 12, 2009