

**FRIENDS OF THE BEEBE LIBRARY, INC.  
BYLAWS**

**Article I: Name of the Organization**

This organization shall be called Friends of the Beebe Library, Inc.

**Article II: Purpose and Objectives**

The Friends of the Beebe Library, Inc. has as its purpose the intent to foster support for the Beebe Library.

**Article III: Membership**

**Section 1: Classes and dues**

Membership in the Friends of the Beebe Library, Inc. shall consist of the following classes: Senior, Household, Patron, Benefactor, and Grand Benefactor.

Dues are payable each fiscal year. Dues for the upcoming fiscal year shall be established at each Annual Meeting. Dues changes shall be approved by 2/3 of the voting members present. Continuation of the current structure shall not require a vote.

**Section 2: Year**

The fiscal year shall run from January 1 to December 31. Memberships shall expire on their anniversary date as recorded by the Membership Coordinator.

**Section 3: Meetings**

The annual meeting of the membership shall be held in June of each year. Intervening meetings of the full membership may be called throughout the year at the discretion of the Executive Board.

Business conducted at the annual meeting shall include: Committee reports, Treasurer's reports through the end of the preceding month, and election of officers.

Members shall be notified, in writing, of all membership meetings, programs and activities in the newsletter, published quarterly.

A quorum for any meeting shall be determined by a vote of the Executive Board members in attendance.

**Section 4: Voting**

Each member over age 14 shall have one vote. Unless otherwise specified herein, issues requiring a vote to be taken shall require a simple majority of voting members present to pass. Voice votes are acceptable unless a show of hands is specifically requested by a voting member. No proxies are allowed.

**Section 5: Contributions**

Any capital contribution of money in any amount or property of value shall not be repaid to any member upon dissolution of the corporation. Funds or property remaining in the holding of this corporation upon its dissolution shall become the property of the Beebe Library Board of Trustees to be used for the enhancement of the public library.

## Article IV: Governance

### Section 1: Officers

#### Section 1(a) Nomination and Election

Not less than three months prior to the Annual Meeting, the President shall appoint a Nominating Committee from among the voting membership.

Not less than 1 month prior to the Annual Meeting, the Nominating Committee shall present to the Executive Board a slate of candidates for each office. Only candidates who have been contacted by the Nominating Committee and have agreed to run will be included on the slate. All candidates must be voting members of the organization at the time of nomination.

At the Annual Meeting, nominations from the floor shall be accepted (provided the person so nominated has indicated their acceptance of the nomination) and the membership shall elect new officers by vote.

Officers begin terms the day following the date of the annual meeting.

#### Section 1(b) Terms and Duties

The following offices shall exist:

President who shall serve a two year term. It shall be the duty of the President to preside at all regular meetings of the Executive Board and the membership unless another officer is specifically designated. The President or his or her designee shall represent the organization to the Board of Library Trustees.

Vice President who shall serve for two years. The Vice-President shall conduct meetings at the request of the President or in the President's absence. The Vice-President shall advise the President and take on special projects as needed.

Secretary who shall serve for two years. The Secretary, under the direction of the President, shall take notes at all Meetings and maintain organization files and documents.

Treasurer who shall serve for two years. The Treasurer, shall be responsible for maintaining appropriate bank accounts and financial records for the organization. The Treasurer shall prepare monthly financial statements for the Executive Board and arrange for the preparation of tax returns, charitable organization public filings, and such other financial reports, records and forecasts as may be needed or required.

Assistant Treasurer who shall serve for two years. The Assistant Treasurer shall assist the Treasurer with maintaining appropriate bank accounts and financial records for the organization at the request of the Treasurer or in the Treasurer's absence. The Assistant Treasurer shall work with the Treasurer to assist with membership and donation fund management.

No person shall hold any of the above offices for more than three (3) consecutive terms.

### **Section 1(c) Vacancies**

In the event an officer resigns or fails to attend three (3) consecutive board meetings, the Executive Board may elect a replacement to serve until the next regular election.

### **Section 1(d) Directors**

In addition to the above officers, there shall be not less than two (2) directors or more than four (4) directors elected. Each shall serve a one (1) year term. No one may be elected to more than six (6) consecutive terms as a director.

## **Section 2 Executive Board**

### **Section 2 (a) Day to Day Business**

Day to Day business of the organization shall be conducted by the Executive Board.

### **Section 2(b) Make up of the Board**

The Executive Board of the Friends of the Beebe Library shall consist of the officers and the directors. In addition, the Director or Assistant Director of the Beebe Library and a representative of the Board of Trustees are invited to attend meetings as non-voting members.

### **Section 2(c) Meetings**

Meetings of the Executive Board shall be held at the Beebe Library on the second Thursday of the month from September to May and shall be open to the public. The President may call special meetings as needed. Notice must be given to all Executive Board members at least three (3) days in advance of a special meeting. Meetings may also be held via Zoom or other teleconferencing method at the discretion of the Executive Board.

### **Section 2(d) Quorum**

A quorum of the Executive Board shall be necessary to conduct business. Discussion may be held at a meeting that lacks a quorum, but no binding vote may be taken. A quorum shall be determined as follows: If nine (9) or eight (8) positions are filled, the quorum will be five (5) members; if seven (7) or six (6) are filled the quorum will be four (4) members; and if less than six (6) positions are filled the quorum will be three (3).

### **Section 2(e) Business outside of meetings**

In the case of an emergency or if a decision is needed in the summer months, the President or another officer designated by the President shall poll the Executive Board for votes on the issue. This may be done by mail, telephone, email or videoconference.

### Section 3 Other Positions

In addition, a number of other positions are held by at large Friends' members or by Board members. These positions are:

- Membership Coordinator
- Newsletter Coordinator
- Publicity Coordinator
- Website Coordinator
- Book Sale Coordinator
- Charities Coordinator
- Honey Fundraiser
- Beebe Boutique Product Coordinator
- Ever Day Book Sale Coordinator
- Website Coordinator
- Volunteer Coordinator

Each coordinator may form a committee to assist him or her or may assign some or all of the tasks to other members of the Friends.

Membership Coordinator maintains the database of the Friends members; handles membership correspondence including mailing out new membership cards, preparing reminder flyers for printing, and sending email reminders. Membership dues are handled by the Membership Coordinator or a designee such as the Treasurer.

Newsletter Coordinator prepares the quarterly Friends newsletter. This includes writing and editing the newsletter and submitting it for printing. Other members may also submit articles to the newsletter. The coordinator also ensures that the printed newsletter is addressed, sorted for bulk mailing, and delivered to the Post Office.

Publicity Coordinator writes press releases for the local papers and other traditional media about Friends' events and coordinates social media among other volunteers. He or she also responds to Friends' correspondence at the request of the President.

Website Coordinator oversees coordination of the Friends' website.

Book Sale Coordinator oversees all aspects of the Annual Book Sale, including coordinating any subcommittees. The Book Sale coordinator also oversees all the volunteers helping with the book sale as well as the distribution of the remainders after the Book Sale.

Charities Coordinator, working under the supervision of the Book Sales Coordinator, coordinates donations of surplus books to local charities after the book sale, including maintaining the list of the charities and the associated contacts.

Honey Fundraiser Coordinator ensures consistent supply of honey for sale at the library by coordinating with the Treasurer, the library, and the supplier and recommending appropriate sales price.

Beebe Boutique Product Coordinator ensures adequate supply of approved merchandise for sale by coordinating with the Treasurer, the library, and the Board.

Every Day Book Sale Coordinator ensures adequate supply and variety of books for sale in the Every Day Book Sale nook in the library.

Website Coordinator maintains and updates the Friends of the Beebe Library website for any upcoming events and any other necessary changes and ensures the continuous operation of the website.

Volunteer Coordinator works in conjunction with the book sale committee to ensure proper staffing for book sale and event activities.

#### **Article V: Amendments to the Bylaws**

Amendments shall be proposed to the Executive Board by an Ad Hoc Committee at least two months prior to the Annual Meeting. Voting on changes shall take place at the Annual Meeting. The revisions shall pass if voted upon favorably by a majority of the voting members present.

#### **Article VI: Parliamentary Procedure**

In questions of procedure, Roberts Rules of Order shall apply when not in conflict with these by-laws.

Original Bylaws adopted 11/1/1987

Revised and Re-adopted 6/12/2008

Revised and Re-adopted 6/9/2016

Revised and Re-adopted 6/8/23