

THE FRIENDS OF THE BROOKFIELD LIBRARY, INCORPORATED

BY – LAWS

ARTICLE I: NAME

The name of this organization shall be “The Friends of the Brookfield Library, Incorporated.

ARTICLE II: PURPOSE

The purpose of this organization is as follows:

1. to create public interest in the Brookfield Library
2. to provide support for special library projects
3. to seek gifts and endowments for the library
4. to function as an advocate group for the library

ARTICLE III: MEMBERSHIP AND DUES

SECTION 1. Membership in this organization shall be open to all individuals interested in its purpose upon payment of dues.

SECTION 2. Annual dues shall cover the period of the fiscal year,

September 1st to August 31st.

SECTION 3. Members shall be entitled to one vote each at all meetings of the Friends, provided dues for the fiscal year have been paid.

ARTICLE IV: OFFICERS

SECTION 1. The officers shall be members of The Friends and shall be elected at the annual meeting.

SECTION 2. The officers shall consist of a President, Vice President, Secretary, Treasurer, and Assistant Treasurer.

SECTION 3. The duties of the officers shall be as follows:

PRESIDENT: The President shall preside at all meetings of the Friends, appoint committee chairpersons and represent the organization., and call meetings of the Executive Board as required.

VICE PRESIDENT: The Vice President shall perform the duties of the President in the absence of the President, and serve as chairperson of the Nominating Committee.

SECRETARY: The Secretary shall record the minutes of all meetings of the organization, including a record of attendance. The Secretary shall also conduct the correspondence of the organization.

TREASURER: The Treasurer shall keep and maintain the financial records of the organization, collect dues and disburse funds when appropriate. A financial report shall be submitted at each meeting. The Treasurer shall issue a summary Financial Report at the annual meeting based on the fiscal year activities, as audited by the Audit Review Committee. The Treasurer shall be the presiding officer of the Audit Review Committee. (see ARTICLE VII, sec.3)

ASS'T TREASURER: The Assistant Treasurer shall assist the Treasurer and act on that behalf in the absence of the Treasurer. The Assistant Treasurer shall be a member of the Audit Review Committee. The Assistant Treasurer shall act as the Membership Chairman by maintaining the records of the membership roster and dues paid.

SECTION 4. The Library Director of the Brookfield Library shall be an Ex-Officio member of the Executive Board of the Friends, with the privilege of attending all meetings of the organization.

ARTICLE V: THE EXECUTIVE BOARD

SECTION 1. THE EXECUTIVE BOARD shall be defined as the Officers of the Friends.

SECTION 2. Vacancies arising on the Executive Board shall be filled by appointment made by a majority vote of the remaining members.

ARTICLE VI: ELECTIONS

SECTION 1. The officers of the Friends shall be elected at each annual meeting and shall serve a one- (1) year term, which shall be concurrent with the fiscal year of the organization.

SECTION 2. The Nominating Committee shall be composed of three (3) members, with the Vice President presiding. The committee shall submit nominations for officers one month prior to the annual meeting. Nominations from the floor shall also be accepted with the nominee's consent.

SECTION 3. In the event of a vacancy in any elected position, the General Membership--by a majority vote, may elect a member to fill the position for the unexpired term.

ARTICLE VII: COMMITTEES

SECTION 1. The President shall appoint the chairpersons of the following committees: publicity, and Audit Review Committee. With the approval of the officers, other special committees may be created by the President when necessary.

SECTION 2. No committee member shall make any contract or incur any indebtedness, obligation or liability in the name of, or on behalf of, The Friends without the authority and consent of the membership.

SECTION 3. The Audit Review Committee, under chairmanship of the Treasurer, shall be charged with preparing and submitting all financial reports and other official paperwork required of tax-exempt charitable corporations under Federal and State law.

ARTICLE VIII: MEETINGS

SECTION 1. The organization shall hold its annual meeting in September for the purpose of electing officers, receiving various reports, and transacting any other business. Each member of The Friends is entitled to one vote at this meeting, provided dues for the fiscal year have been paid.

A quorum at any meeting shall require a minimum of (5) members and the presence of at least (1) Officer of the Friends

SECTION 2. Meetings of the Friends of The Brookfield Library shall be held each month, with the exception of July and August. Each Member is entitled to one vote at such meetings.

SECTION 3. Additional Executive Board meetings may be held as directed by the President, or as requested by a Chairperson with the approval of the officers. Voting privileges at Executive Board meetings shall comply with the one vote per officer rule. A majority of the members of the Executive Board shall constitute a quorum.

SECTION 4. Notice of the time and place of each meeting shall be given not less than one week before the meeting and shall be posted at the Library.

ARTICLE IX: FUNDS

SECTION 1. All funds shall be deposited to the account of, or invested in the name of, The Friends of the Brookfield Library, and shall be disbursed by the Treasurer as authorized by the members at Monthly meetings of the Friends.

SECTION 2. The Treasurer's accounts shall be audited annually by the Audit Review Committee and the Treasurer shall make a financial report at the Annual Meeting of The Friends.

SECTION 3. No part of the funds of the organization shall be used to benefit any member of the Friends.

SECTION 4. Liability Clause Any and all liability of The Friends of the Brookfield Library shall be limited to its deposited funds.

SECTION 5. Upon dissolution of The Friends of the Brookfield Library, any assets of the organization remaining after all legal obligations have been met shall be given to the Library for a public purpose.

ARTICLE X: AMENDMENTS

These by-laws may be amended at any meeting of the Friends by a two-thirds vote of members present, provided that the Amendment has been submitted to members at a Previous Meeting and Posted at the Library.

ARTICLE XI: PARLIAMENTARY PROCEDURE

Robert's Rules of Order (newest revision) shall be used as a guide for meetings of The Friends of the Brookfield Library except when in conflict with these by-laws.

By-Laws adopted March 1, 1990 were Retyped by Jan Furlong March 1, 2002 with no revisions made at that time.

Revised By-Laws approved as amended at the September 8, 2003 meeting.