

**BY-LAWS OF  
FRIENDS OF THE FAULKNER COUNTY LIBRARIES**  
as amended May 7, 2024

**Article I. *NAME.*** The name of this organization shall be Faulkner County Friends of the Library, hereafter to be referred to as Friends.

**Article II. *PURPOSE.*** The purposes shall be to financially support the library.

**Article III. *MEMBERSHIP.***

Any person, association, or organization interested in the purpose of this organization shall be eligible for membership upon payment of dues.

**Article IV. *OFFICERS AND EXECUTIVE BOARD.***

Section 1. The officers of this organization shall consist of a President, a Vice President, a Secretary, and a Treasurer, who shall be drawn from the members of the organization.

Section 2. The Executive Board shall submit a slate of officers for vote by the membership at the annual General Membership Meeting. Consent of nominees must be obtained prior to nomination. Nominations from the floor shall be accepted. A majority vote of the members present shall be required to elect.

Section 3. The Executive Board shall consist of the officers, the holders of appointed positions, and the chairs of standing committees.

Section 4. The term of Executive Board Members shall be for one (1) year, except that any officer shall serve until his successor has been elected. The one year term of office runs from election at the General Membership Meeting to the next General Membership Meeting.

Section 5. The Director of the Faulkner County Library System shall at all times be a member of the Executive Board. Other library employees may not serve on the Executive Board.

Section 6. Any vacancies on the Board or among the officers due to an unexpired term shall be filled by the Board, and such appointment shall be for the length of the term vacated.

**Article V. *DUTIES OF OFFICERS.*** The officers shall have the usual duties and authority exercised by officers of a non-profit corporation.

Section 1. The President shall preside at all meetings of Friends and of the Board and appoint standing committees, and the chairpersons thereof. The President is an *ex officio* member of all committees except the nominating committee. The President is also responsible for the signing of checks in the event of the unavailability of the Treasurer.

Section 2. The Vice President shall, in the absence or unavailability of the President, perform all the functions of the President with the exception of the duty of signing checks during such absence or unavailability.

Section 3. The Treasurer shall be responsible for handling all monies of Friends and shall keep appropriate and accurate records. Any check or disbursement must be signed by the Treasurer; except in the event of the unavailability of the Treasurer, the President shall be responsible for signing checks. A financial report shall be presented at all meetings of the Board and at the annual General Membership Meeting of Friends.

Section 4. The Secretary shall keep a record of all meetings of the Board and of the Friends. The secretary shall distribute a draft of the minutes prior to each meeting, and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the secretary shall provide a complete set of the official minutes to the Friends office for long-term retention. The Secretary shall be responsible for filing all necessary paperwork with the Secretary of State.

**Article VI. COMMITTEES.** The Board may appoint committees as are deemed advisable with necessary powers and authorities. The persons serving on committees may be any members of the organization. No more than one (1) library employee shall serve on any committee.

**Article VII. MEETINGS**

Section 1. Annual General Membership meetings of the Friends shall be held at such time and place as may be determined by the Board with other meetings at such times as may be deemed desirable. Each paid member shall have one (1) vote. All votes must be made in person.

Section 2. Special meetings of the Board may be called by the President or upon request of any member of the Board. The President or the member desiring a special meeting shall notify the Secretary of the Board, and the Secretary shall give notification to all the Board members about said meeting.

These meetings may be used to prepare information to present to the body at a Board meeting.

Section 3. Executive Board meetings of the Friends shall meet each month except during the month of July. All Friends business may be conducted and voted upon at these meetings. Each Executive Board member shall have one vote.

Section 4. At all meetings, a quorum shall consist of the members present.

**Article VIII** *DUES*. Dues shall be payable annually and shall come due January 1. There shall be five classes of dues: 1) Sponsor, 2) Family, 3) Individual, 4) Business or Associate, and 5) Life. The amount of dues shall be determined by the Executive Board.

**Article IX.** *FISCAL YEAR*. The fiscal year shall run from January 1 to December 31. All funds shall be deposited to the account of the Friends of the Faulkner County Library and shall be disbursed by the Treasurer as authorized by the Executive Board.

**Article X.** *DISTRIBUTION OF ASSETS UPON DISSOLUTION*. Upon the dissolution of the organization, the entire net assets remaining after the payment or satisfaction of any and all liabilities and obligations of the corporation shall be contributed to the Faulkner County Library.

**Article XI.** *AMENDMENTS*. Amendments to the Bylaws proposed by the Bylaws Committee of the Board may be made at the annual General Membership Meeting by a two-thirds vote of those present, provided that published notice of the meeting appears at least one week before the meeting.

**Article XII.** *PARLIAMENTARY PROCEDURE*. Robert's Rules of Order, Newly Revised, when not in conflict with the Bylaws, shall govern the proceedings of the organization and of the Board.

