

FRIENDS OF THE ADA COUNTY LIBRARY

Ada Lake Hazel Library

10489 W Lake Hazel Rd.

Boise, ID 83709

208-297-6700

Ada Victory Library

10664 W Victory Rd.

Boise, ID 83709

208-362-0181

BY-LAWS OF THE FRIENDS OF THE ADA COUNTY LIBRARY, INC.

Approved by the Membership — Date _____

ARTICLE 1: NAME

1.1 The name of the organization shall be: FRIENDS OF THE ADA COUNTY LIBRARY, INC.

1.2 This organization is a Non-Profit (501-C3) Corporation as designated by the Internal Revenue Service

ARTICLE 2: PURPOSE

2.1 The purpose of the Friends of the Ada County Library, Inc. is to support the library and enrich the local community

ARTICLE 3: MEMBERSHIP

3.1 Membership shall be open to all who pay the annual membership fee

3.2 Each member has one vote per election/ballot item

3.3 Membership is for one (1) year and is renewable

3.4 Membership fee can be waived for any reason the Friends Board determines

3.5 Dues are established by the Friends Board and can be changed by a vote

ARTICLE 4: GOVERNING BODY

4.1 The Friends Board consists of:

4.1.1 Active members

4.1.2 The officers (President, Vice President, Secretary, Treasurer)

4.1.3 One (1) Library Liaisons from each of the two branches

4.1.4 The Library Director

4.2 The Library Liaisons and the Library Director do not vote at the Friends Board meetings unless there is a tie, in which case the Library Director or a Library Liaison may break the tie with a vote

ARTICLE 5: OFFICERS

5.1 Officers are elected at the annual membership meeting or by a vote of the Friends Board

5.2 Officers and their duties shall be as follows:

5.2.1 President

5.2.1.1 Shall preside over all meetings

5.2.1.2 Appoint special committees as needed

5.2.2 Vice President

5.2.2.1 Assume the duties of the President in their absence

5.2.2.2 In the event the President is absent, the president shall act

5.2.3 Secretary

5.2.3.1 Take minutes of meetings and provide copies to the Friends Board

5.2.3.2 Send notifications of meetings as directed by the President

5.2.3.3 In the event the Vice President is absent, the Secretary shall act

5.2.4 Treasurer

5.2.4.1 Keep all financial records

5.2.4.2 File tax reports

5.2.4.3 File the annual financial report

5.2.4.4 Sign checks

A term is two (2) years

ARTICLE 6: BOARD MEETINGS

6.1 Board meetings are scheduled as needed throughout the year with notice given to Friends Board members by the President.

The date of the next board meeting is determined at each meeting, and a reminder is sent by the President prior to that meeting

Friends Board meetings are open to all Friends members

6.2 There will be an annual membership meeting held at the first of the year

Notice of annual meetings shall be given to each member by email or by physical address when no email address is provided

Final notice of the meeting shall be given between 30 and 7 days before the annual meeting

Annual meetings are open to the public

ARTICLE 7: FISCAL YEAR

7.1 Friends of the Ada County Library, Inc. funds shall be deposited to the Friends account

7.2 Funds shall be dispersed by the treasurer as authorized by the Friends Board

7.3 The fiscal year shall be from January 1st to December 31st

ARTICLE 8: AMENDING BY-LAWS

8.1 By-laws shall be amended by a vote of the Friends Board members

ARTICLE 9: DISSOLUTION STATEMENT

9.1 In the event of dissolution of the Corporation, the assets shall be distributed to the Ada County Library, for a public purpose

ARTICLE 10: RULES OF ORDER

10.1 Roberts Rule of Order are used as a guide