

BYLAWS

FRIENDS OF THE SARATOGA BRANCH LIBRARY

ARTICLE I

NAME

Section 1. The name of this organization shall be Friends of the Saratoga Branch Library.

ARTICLE II

PURPOSE

Section 1. The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the library and its services; to stimulate interest and promote the use of the library's resources; to sponsor cultural and related programs that are of interest to the community; to encourage gifts, endowments and memorials to the library; and, under the direction of the Saratoga Library Branch Manager, coordinate all plans with those of the library.

Section 2. The Friends group may provide financial assistance by purchasing for the library items which would benefit it but are not covered in the year's library budget and, may raise funds for these items.

Section 3. The Friends group may aid in public relations by: (1) informing the community about the library's services and (2) communicating the needs of the library to the staff and Carbon County Library Board.

ARTICLE III

MEMBERSHIP

Section 1. Membership in this organization is open to anyone interested in the library.

Section 2. Each member shall be entitled to one vote.

ARTICLE IV

OFFICERS

Section 1. The officers of this organization shall be President, Vice President, Secretary, and Treasurer who shall be known as the Board of Directors.

Section 2. Officers shall be elected by a majority vote of those present at the annual meeting for the term of one year beginning upon election.

Section 3. Officers' status in the organization must be that of Friend.

Section 4. Vacancies shall be filled by appointment of the Board of Directors.

ARTICLE V
DUTIES OF OFFICERS

- Section 1. President: To preside over and conduct meetings and appoint all committees and be an ex-officio member thereof.
- Section 2. Vice President: To perform the duties of the President in the absence of the President. The Vice President is responsible for publicity.
- Section 3. Secretary: To record attendance at all meetings, to take minutes of all meetings, and to conduct the correspondence of the organization.
- Section 4. Treasurer: To collect dues, keep a list of membership, to keep and maintain the financial records of the organization and to submit an itemized financial report at each meeting.

ARTICLE VI
MEETINGS

- Section 1. Regular meetings shall be held four times a year in the months of September, November, January and May unless otherwise announced by the Board of Directors.
- Section 2. The regular meetings shall be held in the Saratoga Branch Library unless otherwise announced.
- Section 3. The annual meeting shall be held in September

ARTICLE VII
DUES

- Section 1. Dues shall be payable annually and shall become due at the regular September meeting.
- Section 2. Dues of ten dollars (\$10.00) per year shall be the minimum; additional contributions will be accepted.

ARTICLE VIII
RECORD KEEPING AND FINANCIAL POLICIES

- Section 1. All monies shall be deposited upon receipt by the Treasurer at a local bank to be determined by the Board of Directors at the September meeting of each year.
- Section 2. Fiscal year shall coincide with the fiscal year of the Library System (i.e. July through June.)
- Section 3. A yearly budget to include estimated receipts and expenditures will be submitted by the Board of Directors at the annual meeting and will be approved by members present at that meeting.

- Section 4. A fiscal yearly financial statement shall be submitted by the Treasurer to the Carbon County Library Board at the end of the fiscal year.
- Section 5. Upon dissolution of the Friends all monies shall fall to the Saratoga Branch Library.
- Section 6. Expenditure of funds shall be consistent with the Friends purposes outlined in Article II.
- Section 7. Decisions regarding expenditure of funds shall be made at regular meetings following procedures described under Article X, except that any two members of the Board of Directors may authorize expenditures totaling up to \$500 between regular meetings when necessary to meet the Friends purposes in a timely fashion.

ARTICLE IX
AMENDMENTS

- Section 1. Amendments to these bylaws may be made by a two-thirds vote of the members present. The proposed amendment(s) should be submitted and read and discussed at the previous regular meeting prior to the final vote.

ARTICLE X
RULES OF ORDER

- Section 1. Decision making shall be guided by Robert's Rules of Order; however, the Presiding Officer shall make the final determination whether proper procedure has been followed. At a minimum, formal adoption of policy shall require:
- A. A motion by a member.
 - B. A second by a member.
 - C. An opportunity for discussion.
 - D. A majority vote by the members present unless otherwise required by these bylaws.

These bylaws are hereby adopted and supersede any other bylaws which may have been adopted.

Adopted this twelfth day of May, 2008.

Amended September 21, 2015 to raise membership dues to \$10.00