

# **The Friends of the Mount Horeb Public Library**

## **Mount Horeb, Wisconsin**

### **May 2023**

### **Bylaws**

#### **Article I: Name**

The name of this association shall be the Friends of the Mount Horeb Public Library (hereafter "Association").

#### **Article II: Purpose**

The purpose of this Association shall be to add to and improve library services, materials, and facilities for the Mount Horeb community; to raise funds to support the library's programs and immediate and long range library projects; and to encourage the broadest possible use of the library's facilities, materials, and services.

#### **Article III: Membership and Contributions**

1. Membership in the Association shall be open to all persons or organizations who are interested in its purposes. Each Association member shall be entitled to one vote.
2. Members are encouraged to make voluntary contributions of money and time to the Association.

#### **Article IV: Officers**

1. The officers of this Association shall be a President, Vice President, Secretary, and Treasurer. These, together with the Library Director, shall constitute the Executive Board.
2. Officers and up to six Board Members shall be elected at the annual meeting in January by a majority of the members present

and voting. A nominating committee, appointed by the President, shall submit a slate of candidates, and nominations may also be made from the floor. The term of office shall be for two years, commencing February 1; an extension of the term may be done with approval from the Board.

3. All duties of each officer shall be those usually associated with the officer's title. All board members, including officers, shall be assignable to lead whatever standing committees may be needed to carry out the activities of the Association.

#### **Article V: Committees**

1. The Board may appoint committees as it deems advisable and assign each of the same with the necessary responsibilities and authority. Persons serving on committees shall be appointed by the Board or by the Board-designated head of the said committee and may be any member of the Association.
2. There shall be two standing committees of the Association: Membership and Operations.

#### **Article VI: Meetings**

1. The Board will hold meetings once a month, on the 2nd Thursday of the month, in person, online, or both, January through November, each fiscal year. Amendments to the meeting dates and times need to be approved by members of the Association and should be posted at least 24 hours prior to the meeting on the Library's online calendar.
2. The Association shall hold its annual meeting in January for elections and for the Board's reporting to members. The date and time of the annual meeting will be posted on the library's online calendar.

3. Additional meetings of the Association may be called at any time by the majority of the Board; the date, time, and place of any such meeting shall be communicated by an officer promptly and directly to each board member and notice of the same shall be prominently posted by the library director 24 hours in advance on the library's online calendar.
4. Special meeting of the Board may be called by the president or upon request of any three members of the Board. The president or the members of the Board desiring to call a special meeting shall make an application to the secretary, and the secretary shall give at least 24 hour advance notice of said meeting to each member of the Board.
5. Minutes of all Board and Association meetings shall be submitted to and retained on the Association's shared drive for the viewing by members of the Association and a link shall be posted on the Association's page on the library's website.

## **Article VII: Financial Affairs**

1. The fiscal year ends January 31
2. Monetary assets of the Association shall be deposited to its bank account and shall be disbursed by the treasurer as authorized by one of the Association's officers or by the Board.
3. Money received from memberships, projects, gifts, grants and memorials shall be used to further the purpose of the Association.
4. No member of the Association shall be liable and no personal liability shall in any event attach to any member of the organization in connection with any of its activities or

undertakings. All liabilities of the organization shall be limited to its deposited funds.

5. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Association shall be authorized to pay reasonable compensation for services rendered or reimbursements.

### **Article VIII: Amendments**

Amendments to these Bylaws may be proposed by any member of the Association. Any said proposed amendments will be considered and may be adopted at the next meeting of the general membership by a two-thirds vote of those present; notice and the complete content of the proposed amendment shall be submitted to the secretary for distribution to each of the officers and to the library director for posting on the library's website for at least one week prior to the meeting.

### **Article IX: Parliamentary Procedure**

Robert's Rules of order, revised, when not in conflict with these Bylaws, shall govern the proceedings for this Association and the Board.

### **Article X: Dissolution**

Upon the dissolution of the Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and or scientific purposes and which has established its tax exempt status under Section 501 © (3) of the Internal Revenue Code.