



Friends of the Carroll County Public Library (Maryland) Bylaws

Article I

Name

The name of the organization shall be the “Friends of the Carroll County Public Library” (Maryland) hereinafter referred to as the “Friends.”

Article II

Mission Statement

The mission of the Friends is to build greater understanding of the important role the Carroll County Public Library (hereinafter known as the “Library”) plays in providing lifelong learning and enrichment to the community, and to advocate for funding to support the library.

Purpose

The purpose of the Friends shall be:

1. To foster closer relations between the Library and the residents of Carroll County.
2. To promote knowledge of activities, resources and services offered by the Library.
3. To advocate for and build public support for Library funding so that it may adequately serve the needs of the community.
4. To conduct for and on behalf of the Friends, an ongoing membership drive.
5. To fund and coordinate programs and events for the community that are compatible with the Library’s policies and objectives.
6. To assist with funding needs of the Library beyond the scope of its annual budget.

Article III

Membership

Membership is open to all people interested in promoting the mission of the Friends, **except employees of the Library. (remove)**

Article IV

Administration

The direction of the activities/business of the Friends shall rest with the “Executive Board.”

Section 1: Board Membership

- A. There shall be an Executive Board, consisting of six members and a member of the Board of Library Trustees, for a total of seven (7) voting members. The Library's Executive Director and other Library staff liaisons will be non-voting members of the Board. **Carroll County Public Library employees are not eligible for Board membership. (add)**
- B. All voting Board members serve for a term of three (3) years and until a successor is elected. A voting Board member may serve two consecutive three-year terms. Non-voting members are ex-officio to the Board. Terms of Board members will be staggered. Previous Board members may be eligible to serve again on the Board but must wait one (1) year between terms.
- C. In case of a vacancy, any member of the Board may nominate candidates for membership on the Board. Candidates will be elected by a majority vote of the Board. The appointment will begin at the next Board meeting. A member appointed to fill a vacancy in an unexpired term serves only for the remainder of that term. If subsequently elected, the appointee is eligible to serve two (2) consecutive terms.

Section 2: The Board shall have full charge of the property and business of the Friends subject to the instruction of the general membership as expressed at the Annual Meeting or any Special Meeting.

Section 3: The Board shall meet at least two (2) times a year. Other meetings of the Board may be called by the President, or by written request of five (5) voting members.

Section 4: A quorum will be met if 50% plus one (1) of the voting members of the Board is present.

Section 5: A vote may be taken only when a quorum is present. Issues will then be decided by a majority vote.

Section 6: Both Standing and Ad-Hoc Committees may be established as deemed necessary by the Board. The scope of each committee shall be defined and reviewed annually.

Section 7: Chairs of the Committees shall be appointed by the President and approved by the Board membership. The membership of the Committees is the responsibility of the individual Chairs. Library staff may serve as non-voting members of the Committees.

Section 8: The Friends shall be administered in accordance with all applicable laws.

Article V

Officers

Section 1:

The Officers of the Friends shall be a President, a Vice President and a Treasurer. Secretarial duties will be handled by the Staff Liaison to the Friends. Finances will be handled by the Library's Finance Department. A report will be given to the Treasurer before each meeting and as requested.

All officers will be elected for a term of one year with an option to be elected for a second consecutive term. Officers will be elected at the Annual Meeting and begin serving their terms on January 1 of the following year and continuing through December 31 of that year. In the event of the resignation of an officer, the President shall appoint a member of the Board to complete his/her term.

Section 2: President

The President shall preside at all meetings of the membership and the Board and shall perform other duties customary to the office of President.

Section 3: Vice-President

The Vice President shall perform the duties of the President in the absence or disability of the President and shall perform other duties as assigned by the President or Board.

Section 4: Treasurer

The Treasurer shall review the Financial Reports prepared by the Library's Finance Department and authorize disbursement of funds as directed by the Board or by a vote of the membership. The Treasurer shall present or designate a staff liaison to present a Finance Report to the Board at their meetings and make a report at the Annual Meeting. The Treasurer shall prepare an annual budget recommendation with the support of the Library's Finance Department and present it at the Annual Meeting. In the absence of the Treasurer, the President will present reports and authorize expenditures.

Section 5: Secretary

The Secretary (non-voting staff liaison) will give notice of meetings, prepare and keep minutes of all Board and Annual membership meetings. The Secretary will handle all correspondence authorized by the President of the Board. The Secretary will manage all membership records.

Article VI

Financial Administration

Section 1: Funds

The activities of the Friends shall be self-supporting. All funds accrued by the Friends shall be deposited by the Library Finance Department and recorded in the Friends

financial account. Members will not receive any remuneration for activities except reimbursement for legitimate expenses incurred.

Section 2: Liability

No personal financial liability shall be attached to any member of the Friends.

Section 3: Membership Dues

The membership dues shall be set by the Board. They shall be payable annually, except for sustaining members who will receive an activity report and thank you letter, with an invitation to contribute further to support specific Friends initiatives.

Section 4: Fiscal Year

The Fiscal Year shall run from July 1 through June 30.

Article VII

Membership Meetings

Section 1: Annual Meeting

The Annual Meeting of the members of the Friends shall be held each December, unless otherwise ordered by the Board. This meeting shall be for the purpose of electing officers, approving the annual budget, receiving annual committee reports, and transacting any other general business. Members will receive email notice of the meeting date at least one month in advance.

Section 2: Special Meetings

Special meetings may be called by the President with the approval of the Board or shall be called upon written request to the President of five (5) or more members, stating the purpose for which the meeting is desired. Members will receive email notice of Special Meetings at least two weeks in advance.

Section 3: Voting

Issues on which a vote is taken shall be decided by a simple majority of those present.

Article VIII

Nominations and Elections

Section 1: The President shall designate a Board member as Chair of the Nominating Committee not less than two months before the Annual Meeting. The Chair shall select at least two additional members (one of which may be non-voting) to serve on the committee.

Section 2: The Nominating Committee shall present a slate of Officers. Each nominee shall have served a minimum of one year on the Board. The Nominating Committee will also present

candidates for the Executive Board to fill vacancies in the case of expired terms. No one will be nominated without that person's prior consent.

Section 3: The slate shall be emailed to the Membership for vote through an email ballot system not less than one month before the Annual Meeting with voting ending two days before the Annual Meeting. The results will be presented at the Annual meeting.

Article IX

Amendments

These By-Laws may be amended at any Annual Meeting or Special Meeting of the Membership. A written notice and text of the proposed Amendments or Revisions will be sent to the Membership at least two weeks prior to the meeting.

Approved by the CCPL Board of Trustees 3/23/11.

Revisions approved by Friends Board 9/5/2013; forwarded to membership for annual meeting;

Approved at Friends Annual Meeting 12/5/13.

Revisions approved by Friends Board 9/12/2019; forwarded to membership for annual meeting.

Approved by Friends Membership 12/5/19.