

**The North Logan Library reviewed the Bylaws of the Friends of the North Logan Library and made the following recommendation for the to review:**

**Page 5 - Article 1. Meetings**

**Section 1. by changed from second Tuesday of each month to monthly meeting will be held monthly.**

**Review April 10, 2016**

## REVISED BYLAWS OF THE FRIENDS OF THE NORTH LOGAN LIBRARY

### Article I. Name

- Section 1. The name of the Organization shall be FRIENDS OF THE NORTH LOGAN LIBRARY, a Nonprofit Corporation, hereinafter referred to as the Corporation.

### Article II. Purpose

- Section 1. The purpose of the corporation shall be to maintain an association of persons interested in libraries; to focus public attention on the North Logan Library, hereinafter referred to as the Library; to stimulate use of the Library's resources and services; to receive and encourage gifts, endowments, and bequests to the Library.
- Section 2. The Corporation shall cooperate with the Library Director and the Library Board of Trustees, hereinafter referred to as the Library Board, to support the services of the Library with volunteers and other appropriate help.
- Section 3. Operations of the Corporation are defined in the Bylaws and Policies and Procedures.

Section 3.1. Bylaws. The Bylaws give general direction to the operation of the Corporation. This is the official set of rules that govern the organization. Only a motion passed by a two-thirds (2/3) majority of the members at the annual meeting can alter or amend them.

Section 3.2. Policies and Procedures. The Corporation functions under policies and procedures that make it most effective and efficient for current or existing conditions. These policies and procedures have evolved through the years. Policies and procedures involve rules and organizational structures that are often unique to the Friends of North Logan Library. They generally involve operating rules, such as the timing of reception and disbursement of funds, and organizational activities. Policies and procedures are determined by the Executive Board of Friends of the North Logan Library at General Meetings, and are guided by the Bylaws.

### Article III. Membership

- Section 1. Membership in this Corporation shall be open to all individuals who support its purposes and pay the appropriate dues.

### Article IV. Governing Board

- Section 1. The affairs of the Corporation shall be managed by the Corporation's Executive Board. The Executive Board shall consist of the Executive Officers and Directors, as described below in Article V, Sections 1 through 8. If needed, additional temporary or permanent Officers may be designated by the Executive Board. The Library Director shall serve as an ex-officio member of the Corporation's Executive Board, but shall not have voting privileges.
- Section 2. There should be no overlapping members of the Library Board and the Executive Board of the Corporation. However, the President of the Corporation's Board, or an appointed deputy, shall be expected to attend regular Library Board meetings as a liaison.
- Section 3. Three (3) members of the Corporation's Executive Board (President, President-Elect, and Past President if available, with the Treasurer as alternate) shall also be Trustees of the James P. Thorne Foundation Board of Directors.

#### Article V. Officers

- Section 1. The Executive Officers of this Corporation shall be a President, President-Elect, Past President, Secretary, and Treasurer.
- Section 2. The General Officers of this Corporation shall be the Fund Raising Director, Public Relations Director, and Library Services Director. Other General Officers may be designated by the Executive Board, as indicated in the Policies and Procedures below.
- Section 3. Nominations for new Executive Officers shall be made from the floor with the consent of the nominee at the annual meeting of the Corporation.
- Section 4. The Executive Officers shall be elected by the majority vote of those members present at the annual meeting. Terms shall be for one year. The President, Past President, and President-Elect shall serve no more than one year in each of those positions. The President-Elect shall assume the position of President at the end of the sitting President's term. He or she shall serve a one year term as President. If the President-Elect cannot fulfill the office of President, the President may serve a second year's term by majority vote in the annual meeting.
- Section 5. General Officers shall be appointed by the Executive Board.
- Section 6. In the event of a resignation of an Executive Officer, the nominations and approval by majority vote for a new officer shall be made by the Corporation membership in attendance at the next meeting.

#### Article VI. Duties of the Officers

- Section 1. **PRESIDENT:** Preside over and conduct meetings, appoint all committees, and be an ex-officio member of those committees, including the nominations

committee, except as may be limited by these Bylaws. The President will also act as liaison to the Library Board.

- Section 2. PRESIDENT-ELECT: Perform the duties of the President in the absence of the President; recruit and enlist new members into the organization. Work with the Membership Coordinator and Treasurer to collect member dues and update volunteer lists.
- Section 3. PAST PRESIDENT: Advises the President, President-Elect and other Officers; works closely with the other officers to provide continuity and consistency in operations. The Past President will also be the Corporation's Historian and, as such, preserves a record of all Corporation/Library activities; collects all photographs, printed matter, and written correspondence as a documentary record of the Corporation's activities, and keeps a chronological list of important dates.
- Section 4. SECRETARY: Record attendance at all meetings; take minutes of all meetings; notify members of the time and place of meetings; prepare a written report of accomplishments and objectives at the end of each term year; and prepare and keep current records of all correspondence of the Corporation. Work closely with the Historian in preserving a record of the Corporation's activities.
- Section 5. TREASURER: Keep and maintain current financial records of the Corporation; present an oral financial report at meetings, if assigned; prepare records for an annual audit at the end of term; maintain a current list of membership, together with their addresses, and forward such information to the Officers as needed. The Treasurer shall prepare and file the Federal Tax Form 990, Return of Organization Exempt from Income Tax, and Charitable Permit Application, for a 501(c)3 organization, with the Utah Division of Consumer Protection. Copies of these financial reports and filings with the Federal and State governments shall also be given to the Historian.
- Section 6. FUND RAISING DIRECTOR: *Contact individuals and organizations for donations, gifts, grants, endowments, and bequests; act as liaison between donor organizations and individuals and the Corporation. Work with other officers to plan and schedule fund-raising projects/programs and see that fund-raising activities are accomplished smoothly. All funds collected must be deposited with the Treasurer. Records the individual volunteer's time for each project and maintains a record thereof.*
- Section 7. PUBLIC RELATIONS DIRECTOR: Keep current list of newspapers and other periodicals; submit meeting notices to newspapers, radio and TV stations; submit news articles about the Corporation's activities to appropriate news agencies; arrange for press interviews with Librarian or other individuals; prepare news releases and articles to membership as often as necessary to keep them informed of activities. *Provide all news articles, news releases, photos, etc. to the Historian.*
- Section 8. LIBRARY SERVICE DIRECTOR: Work closely with the Library Director and other Officers to schedule and help plan special library events; to see that facilities are reserved; and to see that logistics are secured for events. Records the individual

volunteer's time for all services performed for the Library, and maintains a record thereof.

#### Article VII. Executive Board

- Section 1. The Corporation's Executive Board shall consist of the Executive Officers of the Corporation and the Directors as defined above. The Library Director shall serve as an ex-officio member of the Corporation's Executive Board but shall not have voting privileges. A member of the Library Board, as designated by that Board, shall also serve as an ex-officio member of the Corporation's Executive Board, but shall not have voting privileges.

#### Article VIII. Relationship to the Library Board of Trustees

- Section 1. The Corporation recognizes that they do not perform a policy-making role for the Library, which is the Library Board's role.
- Section 2. Individually and collectively, the Corporation will support and follow all policies and procedures set forth by the Library Board.

#### Article IX. Meetings

- Section 1. An annual business meeting shall be held during the first meeting of the fiscal year, the date to be determined by the Corporation's Executive Board. The main purpose of the meeting shall be to elect new officers. An announcement of the business meeting shall be in the North Logan City newsletter and shall contain a list of those persons selected by the Corporation's Executive Board for the various officer positions. All members shall be notified in writing by the Secretary at least two weeks prior to the date of the meeting.
- Section 2. A special meeting of the general membership of the Corporation may be called at any time by the President. These meetings shall be announced in the appropriate media and an agenda shall be sent to every member of the Corporation at least two weeks prior to the special meeting.
- Section 3. Meetings of the Executive Board shall be held regularly throughout the fiscal year as set by the Policies of the Corporation's Executive Board.
- Section 4. Any member of the Corporation may attend meetings of the Executive Board. He or she shall have voting privileges on any or all of the motions presented at that meeting. However, he or she shall not be counted as part of a quorum.
- Section 5. The representative of the Library Board attending Executive Board meetings will not be counted as part of a quorum of the Executive Board.

#### Article X. Dues

- Section 1. Dues will be established by the Executive Board.

### Article XI. Amendments

- Section 1. Amendments to these bylaws may be made at any meeting of the general membership by two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place.

### Article XII. Parliamentary Procedures

- Section 1. Current Robert's Rule of Order, when not in conflict with these bylaws, shall govern the proceedings of this Corporation. At any meeting of the Corporation, a motion will be carried by a majority vote of members in attendance.

### Article XIII. Disbursement and Expenditures

- Section 1. The Corporation's Executive Board decides during general meetings how to spend its money. All major spending shall be discussed with the Library Director and the Library Board. All funds for the Library shall be submitted through North Logan City.
- Section 2. All disbursements and expenditures of the Corporation shall be made by the Treasurer and signed by the President, President-Elect, Past President, or Secretary. Any disbursement of expenditures under an amount set by policies of the Executive Board shall be by consent of the President and/or the President-Elect. Expenditures above said amount shall be approved by the majority of the Corporation's Executive Board.

1<sup>st</sup> Amended: September 5, 2000

2<sup>nd</sup> Amended: January 29, 2003

3<sup>rd</sup> Amended: December 8, 2009

4<sup>th</sup> Amended: January 8, 2012

## **POLICIES AND PROCEDURES OF THE FRIENDS OF THE NORTH LOGAN LIBRARY**

The following policies and procedures govern the day-to-day operations of the Friends of the North Logan Library. These policies and procedures may be altered by a majority vote of a quorum of the Friends of the North Logan Library Board of Trustees.

### X Article I. Meetings.

- Section 1. ✓ The Executive Board of the Friends of the North Logan Library will hold monthly meetings on the second Tuesday of each month, unless otherwise determined by the Executive Board.

## Article II. Dues.

- Section 1. Annual dues for membership in the Corporation will be \$5.00 per individual and \$10.00 per family. *Life-time membership dues will be \$100.00.* Membership in the Corporation may be extended at no cost to those individuals who have donated a minimum of 25 volunteer hours annually to the Library.

## Article III. Disbursements

- Section 1. Disbursements of moneys from the Thorne Endowment provided to the City of North Logan (the "City Funds" as designated by the Agreement among the Friends of the North Logan Library, the Thorne Endowment, and the City of North Logan dated the first day of June, 2011) by the Friends of the North Logan Library shall not be made until on or after the first day in July of each year. These funds will be deposited in the appropriate administrative account (designated as account 21-380-708, titled the "Hyde Park Thorne Endowment") by the City. *For tax reporting purposes, receipts and expenditures from those moneys will be reported to the Corporation by the City.*
- Section 2. Disbursements of moneys from the Thorne Endowment for specific purposes (designated in the Agreement as "Friends Funds") shall be deposited in the appropriate administrative account (designated as account 21-380-709, titled the "Thorne Endowment Special Use") by the City and receipts and expenditures on those specific items will be reported to the Corporation by the City.
- Section 3. Disbursements of "Friends Funds" for purchases for and support of operations of the North Logan Library, other than increased collections, must have prior approval of the North Logan City Library Board of Directors.
- Section 4. Purchases made on the Board's behalf under \$300 may be made with the consent of the President or President-Elect. Expenditures above said amount shall be approved by the majority of the Corporation's Executive Board.

## Article IV. Business license.

- Section 1. The Treasurer of the Friends of North Logan Library, or a designated Board member, shall renew the Friends business license each year in order to secure continued 501(C).3 status, as indicated in Article VI, Section 5, of the Bylaws. The Treasurer can employ professional help and expenses will be covered by the Corporation.

## Article V. Fund-raising activities.

- Section 1. Book sales and other fund raising activities will be approved by the Executive Board. *Book sales will be advertised in the North Logan City Newsletter and the Herald Journal, as well as other media as designated by the Executive Board.*

Section 2. Storage facilities for books for sales shall be purchased or renewed by the Treasurer as needed.

Article VI. Standing Committees and Additional Officers of the Corporation

- Section 1. LIBRARY ACTIVITIES CHAIR: Work closely with the Library Director and Library Service Director in planning and supporting Library programs and special events. Work with the Volunteer Chair to organize and coordinate volunteers for refreshment, decorations, and assistance in library operations.
- Section 2. VOLUNTEER CHAIR: Maintain a file of volunteers and enlist volunteers as needed in supporting Library programs, special events, and all fund-raising projects. Work directly with the Library Service Director and Library Activities Chair to help find volunteers for Library programs/projects. Work with the Fund Raising Director and each Fund Raising Coordinator on all their projects. Keep a record of the individual volunteer's time and submit it to the Treasurer at the end of the year for tax records.
- Section 3. MEMBERSHIP COORDINATOR: Recruit and enlist new members into the Organization. Work with the President-Elect to plan and conduct membership drives; contact previous members about their membership dues and volunteer activities. Work with the Treasurer and Volunteer Chair to collect member dues and update volunteer lists.
- Section 4. FUND RAISING COORDINATOR(S): Temporarily appointed by the Fund Raising Director to manage volunteers for each of the special fund-raising programs/projects. These coordinators are appointed and employed until the fund-raising project is completed. Work directly with the Fund Raising Director for the assigned project; and work with the Volunteer Chair to coordinate and enlist volunteers as needed.
- Section 5. GRANTS COORDINATOR: Research government, organizations, and individuals for grants; plan and write grant proposals to secure financial support for the Library programs, collection development, special Library projects, and technology for the Library. Work closely with the Fund Raising Director and Library Services Director.
- Section 6. ENDOWMENT COORDINATOR: Contact individuals and organizations for endowments and bequests. Keep accurate records and recognize donors. Work with the Fund Raising Director.

Structure of the Friends of the North Logan Library Board

