

**Friends of the New Buffalo Library  
New Buffalo, Michigan  
BYLAWS**

**ARTICLE I - NAME**

This organization shall be known as the "Friends of the New Buffalo Library."

**ARTICLE II - PURPOSE**

The purpose of the organization is to draw together and unite in common effort those people who are committed to enriching the quality of the services and resources of the New Buffalo Library; to promote the library and its activities.

Amended April 23, 2009. In order to comply with regulations of the Internal Revenue Code: This corporation (organization) is organized exclusively for religious, charitable, scientific, literary or educational purposes including for such purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c ) (3) Internal Revenue Code or the corresponding section of any future United States Internal Revenue Law.

No part of net earnings of the corporation shall inure to the benefit of, or be distributed to any of its officers, members or other private persons, except that the corporation (organization) shall be authorized to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of exempt purposes. No substantial part of the activities of the corporation (organization) shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation (organization) shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation (organization) shall not carry on any other activities not permitted to be carried on (a) by a corporation (organization) exempt from federal income

tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or (b) by a corporation (organization), contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

### **ARTICLE III - MEMBERSHIP**

**Section I - Membership shall be open to all interested individuals.**

**Section II - Any member in attendance at a meeting may vote on matters of the organization.**

### **ARTICLE IV - EXECUTIVE BOARD**

**The Executive Board shall consist of the officers and the Library Director. It shall manage the affairs of the organization between meetings.**

### **ARTICLE V - OFFICERS**

**Section I - The officers shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.**

**The President shall conduct meetings, appoint committee heads, and assure that dates and times of the meetings are posted.**

**The Vice-President shall assist the President and officiate in the absence of the President.**

**The Recording Secretary shall record minutes of each meeting and make copies of same for distribution.**

**The Corresponding Secretary shall keep a complete list of the names and addresses of all members of the organization, acknowledge new memberships, and handle other correspondence for the organization.**

Amended September 11, 2019. The Treasurer shall collect all monies due to the organization, shall file the required State and Federal IRS reports annually, shall keep an account of all monies received by and expended by the organization and shall make disbursements only upon approval of the Executive Board or at a meeting of the Friends of the New Buffalo Library.

Section II - Amended 2011, September 11, 2019. Officers elected shall hold offices for two years. Elections shall be held at the July meeting and officers' terms shall be effective August 1. Elected in the even number years shall be the President and the Recording Secretary. Elected in the odd number years shall be the Vice-President, the Corresponding Secretary and the Treasurer.

Section III - Amended September 11, 2019. Except for the Treasurer, who cannot serve consecutive terms, there shall be no limit as to the number of terms an officer may serve in succession.

## **ARTICLE VI - COMMITTEES**

**Section I** - Amended September 11, 2019. The Nominating Committee for officer election candidates shall consist of Friends of the New Buffalo Library members. The chair shall be appointed no later than the meeting prior to nominations for new officers.

Section II - Committees shall also be formed as needed for publicity, fund raising, programs, events, etc.

## **ARTICLE VII - MEETINGS**

Amended September 11, 2019. Regular meetings shall be held at least four times a year. Members shall be notified of regular meetings. The President or Vice-President may call additional meetings as deemed necessary by the Executive Board.

## ARTICLE VIII - QUORUM

The members present at any official meeting shall constitute a quorum for the transaction of business.

## ARTICLE IX - FUNDS OF THE ORGANIZATION

Section I - All dues, contributions, or other monies of this organization shall be accounted for by the Treasurer. These funds shall be deposited in the bank account of the Friends of the New Buffalo Library or maintained in the petty cash account and shall be disbursed only as authorized by the Friends of the New Buffalo Library, the Executive Board, or as specified by the terms of the gift.

Section II - Expenditures need approval prior to purchase. Authorized expenditures shall be reported at the next meeting.

Section III - Amended May, 2019. Friends of the New Buffalo Library committees, library and library-related activities seeking funding shall complete a Friends of the New Buffalo Library 'Request for Funding' form and present it for consideration at a scheduled Friends of the New Buffalo Library meeting.

Section IV - No purchase shall be made for the library except with the approval of the Librarian and in accordance with the policies of the Library Board.

Section V - An annual audit of the Treasurer's books shall take place in January for the fiscal year just ended.

Section VI - Amended October 9, 2008. To comply with IRS 501 (3) (C) regulations: Dissolution of the corporation (organization), after paying or adequately providing for the debts of the corporation, funds remaining shall be distributed to the New Buffalo Township Public Library, for one or more purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code, or corresponding section of a future tax code.

## ARTICLE X - FISCAL YEAR

The fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

## **ARTICLE XI - DUES**

Amended 2014, 2015. Membership classes and dues shall be set by the Executive Board. Dues are payable annually. Renewals for the year ending May 31 are due June 1. Dues paid in the final quarter by new members shall be credited to the following year's membership.

## **ARTICLE XII - AMENDMENTS**

Amended September 11, 2019. Proposed amendments to the Bylaws shall be presented at a regular meeting and shall be voted upon at that meeting or the next meeting if deemed advisable.