

**FRIENDS OF THE LINCOLN PUBLIC LIBRARY
BYLAWS**

**ARTICLE I
NAME**

The name of this organization will be Friends of the Lincoln Public Library. (FOLL/Friends)

**ARTICLE II
MISSION STATEMENT**

The mission of FOLL is to support the Lincoln Public Libraries and the community by promoting library services and needs through advocacy, fundraising and cultural enrichment.

**ARTICLE III
PURPOSE**

The purpose of this organization is to organize and operate a charitable and educational organization which will:

- maintain an association of persons interested in books and libraries,
- promote literacy,
- focus public attention on library services, facilities, and needs,
- raise monies for the benefit of library programs and collections,
- stimulate gifts of service, books, magazines, desirable collections, endowments and bequests, and
- provide community enrichment and outreach programs.

**ARTICLE IV
GENERAL MEMBERSHIP**

The general membership will consist of all persons and organizations paying annual dues and subscribing to the organization's mission statement and purpose as set forth in ARTICLES II and III.

**ARTICLE V
OFFICERS, EXECUTIVE BOARD, AND BOARD OF DIRECTORS**

SECTION 1 - Officers The officers of this organization shall consist of a President, Vice

President, Treasurer, Secretary and Corresponding Secretary. The Secretary and Corresponding Secretary may be folded into one office. Duties of these officers are detailed in the FOLL Standing Rules.

SECTION 2 - Term of Office All officers will be elected by the FOLL general membership for a term of two (2) years, beginning in January of the next year, to coincide with FOLL's calendar year.

SECTION 3 - Executive Board

- (a) The President, elected officers, and the Immediate Past President will be known as the "Executive Board."
- (b) In case of a vacancy of the President, (1) the Vice President automatically becomes President for the remainder of the term or (2) the Executive Board may appoint a single individual to fill the unexpired term of office as President.
- (c) The Executive Board may appoint individuals to fill the unexpired term of other vacant officer positions.
- (d) A simple majority of Executive Board members present will constitute a quorum for the transaction of business.
- (e) All proposed actions must be approved by a majority vote of the Executive Board members present.
- (f) Meetings of the Executive Board are at the call of the President and may be in person, by telephone, or by email.
- (g) Proxy voting is not allowed.
- (h) In between meetings, the President may conduct business by person, telephone, or email with the majority vote of those responding necessary to approve or disapprove any requested action.

SECTION 4 - Board of Directors

- (a) The Executive Board and the Committee Chairs will be known as the "Board of Directors."
- (b) The President, with the approval of the Executive Board, will appoint Committee Chairs as needed. Duties of such committees are detailed in the FOLL Standing Rules.
- (c) The President, with the approval of the Executive Board, may appoint any ad-hoc committee as needed. The ad-hoc committee chair will be considered a member of the Board of Directors.
- (d) The Board of Directors shall meet at least monthly. Other meetings will be called at the discretion of the President, or other Executive Board member, as needed.
- (e) Board of Directors will serve a term of two (2) years consistent with the organization's calendar year.

- (f) The President is an ex-officio member of all committees.
- (g) A simple majority of Board members present will constitute a quorum for the transaction of business.
- (h) All proposed actions must be approved by a majority vote of the Board of Directors present.
- (i) Any member of FOLL may attend the Board of Directors' meetings and share their views on issues under discussion.
- (j) Substitute Proxy voting is not allowed.
- (k) In between Board of Directors' meetings, the President may conduct business by person, telephone, or email with the majority vote of those responding necessary to transact business.

ARTICLE VI
MEETINGS — General Membership

SECTION 1 - Meeting Frequency FOLL general membership meetings will be held at least once a year with date(s) for such meeting(s) set by the Board of Directors at each January meeting for the current calendar year. Business items will include election of officers every two years, officer and committee reports, and action on any other business deemed necessary.

SECTION 2 - Minutes Each meeting's draft minutes will be e-mailed to FOLL members or available in the Friends' office ten (10) days prior to the next general membership meeting for review. A copy of the minutes as approved by the FOLL general membership will be filed in the FOLL Minutes binder.

SECTION 3 - Voting

- (a) A simple majority of the general membership present will constitute a quorum for the transaction of business.
- (b) All members of FOLL present at the general membership meetings will have voting privileges.
- (c) All proposed actions must be approved by a majority vote of the FOLL members present.
- (d) Proxy voting is not allowed.

ARTICLE VII DUES

SECTION 1. The annual dues will be determined by the Board of Directors and are due and payable each year before April 1.

SECTION 2. Dues paid in October, November, or December are applicable to membership for the following year.

SECTION 3. The calendar year of this organization is January 1 through December 31.

ARTICLE VIII FUNDS

SECTION 1. Friends of the Lincoln Public Library (FOLL) is a non-profit, 501(c)3 organization and all monies received, except for Friends' operating expenses, are to be spent on behalf of the library for community enrichment and outreach programs.

SECTION 2. The treasurer will be responsible for maintaining correct books of accounts. The books will be open to all members.

SECTION 3. The books will be audited yearly.

SECTION 4. The accumulation and distribution of funds will follow the Internal Revenue Service guidelines for non-profit organizations.

SECTION 5. The fiscal year of this organization will begin on January 1 of each year and end on December 31.

SECTION 6. FOLL funds for use by the library will be made in coordination with the Library Manager and the approval of the FOLL board as needed and/or requested.

SECTION 7.

- FOLL will develop an annual budget to receive and disburse funds in accordance with the stated purpose of FOLL in Article III.
- FOLL is not deemed to be the employer of any staff.

ARTICLE IX ENDORSEMENTS

Section 1. This organization will not participate in any Political Action Committee (PAC) nor endorse any ballot measure or candidate for office.

Section 2. This organization will not endorse any commercial product that is not directly related to fulfilling Article II and Article III.

ARTICLE X AMENDMENTS

Section 1. The bylaws may be amended at any general membership meeting of this organization by a simple majority of the members present and voting.

Section 2. Proposed amendments are to be published by email, US mail, or are available for review in the Friends' office at Twelve Bridges Library ten (10) days prior to the general membership meeting.

ARTICLE XI PARLIAMENTARY AUTHORITY

All meetings will be conducted according to Roberts Rules of Order, Revised as a guideline.

ARTICLE XII DISSOLUTION

Sections 1. In the event of the dissolution of the Friends of the Lincoln Public Library, after the payment or adequate provision for the payment of all its debts and liabilities, all of the remaining funds, assets and properties of the Friends shall be distributed to the City of Lincoln to be used solely for the Lincoln Public Library.

Section 2. A two-thirds vote of the membership will be needed to dissolve the Friends of the Public Library.

Bylaws Reviewed and Adopted on May 10, 2011

Bylaws Adopted at the Annual General Membership meeting November 1, 2016.