

THE FRIENDS OF THE PLAINFIELD PUBLIC LIBRARY, INC.

BY-LAWS (11/19/19 revisions)

ARTICLE I - NAME

The name of this association shall be The Friends of the Plainfield Public Library, Inc. hereinafter “The Friends” or “FOPPL”.

ARTICLE II - PURPOSE

The purpose of the association is to promote the general interests of the Plainfield public and the community it serves by:

- maintaining an association of people interested in the library and its resources,
- focusing public attention on the facilities and services of the library,
- assisting the library in providing those facilities and services which will improve its usefulness to the community, and
- engaging in fundraising efforts to support the Plainfield Public Library.

ARTICLE III - GENERAL SUPPORTER

3.1. A General Supporter is open to any person or organization interested in the purposes of The Friends. Supporter types shall be reviewed annually by the Membership Committee, with recommendations made to the Board of Trustees.

3.2. The fiscal year shall be January 1st through December 31st. Board membership dues are payable on January 1st of each year and are delinquent on February 28th. Financial contributions are accepted throughout the year.

ARTICLE IV - BOARD OF DIRECTORS

4.1. The Friends shall be governed by a Board of Directors (hereinafter referred to as Board) consisting of the four officers, the Standing Committees (three) and the Director of the Plainfield Public Library (ex officio, not voting), together with not more than four Members at large to be elected by a majority vote of members.

The Board shall have all financial, legislative and other powers not reserved in these by-laws. The Board shall be ruled by majority vote of the members present and voting Members are considered present whether in person, by telephone or internet conference. All Members have the same voting rights as those physically present at the meeting.

A quorum shall consist of the majority of current Board voting membership. Each Member shall be entitled to one vote. No Member shall be entitled to vote; unless, dues have been paid for the current year.

4.2. The Board shall meet at least five times a year upon reasonable notice to the membership.

4.3. Special meetings may be called by the Board with at least ten days' notice to members of The Friends.

4.4. The Board shall adhere to all by-laws established by the Board.

4.5. Roberts Rule of Order shall be used to conduct business where they do not conflict with these by-laws.

4.6. Board Members shall be sought who reflect the qualifications by the Board and who reflect the diversity of the Plainfield community.

4.7. An absence of three meetings during the year by any officer or Board Member may constitute grounds for dismissal by the majority vote of the Board; unless, there is reasonable cause for absence. A statement of the reason or reasons shall be mailed to the Member proposed for removal at least two weeks before the final action is taken by the Board.

4.8. Any vacancy occurring on the Board whether officer or Member may be filled upon recommendation of a qualified candidate to the Board and voted on by the majority of the Board.

4.9. A Board member may resign at any time by filing a written resignation with the President of the Board.

ARTICLE V- OFFICERS

5.1 Officers shall be President, Vice President, Secretary and Treasurer. No Member of the Plainfield Library's Board of Trustees may be an officer or committee chair of the Friends of the Plainfield Public Library Board.

5.2. Elected officers are expected to attend all Board meetings. If an officer is unable to attend a scheduled meeting, a written committee report or report of activities for which one is responsible shall be submitted to the President at least one day prior to the meeting.

5.3..The **President** shall conduct meetings of the Friends and of the Board. He or she shall represent The Friends in relations with other groups. He or she shall appoint chairs of Standing Committees and shall act for the Board in the general execution of business and policy.

5.4. The **Vice President** shall conduct all necessary duties in the absence of the President. The Vice President may also serve as Chair of one of the Standing Committees. In the event of a vacancy in the office of President, the Vice President shall assume all duties of President for the remainder of the term or until the election of a new President.

5.5. The **Secretary** shall record and keep minutes of the meetings of the Board. He or she shall also retain such other records not essentially financial in nature and shall conduct correspondence for The Friends. In the event the Secretary is absent, the Corresponding Secretary shall record the minutes.

5.6. The **Corresponding Secretary** shall assume the duties of the Secretary in their absence and respond and prepare all written correspondence of FOPPL with the exception of minutes of the Board. **(Add)**

5.7. The **Treasurer** may chair the Finance Committee, shall deposit funds of the association, and shall make written reports regarding the financial matters to the Board at each regular or special meeting.

5.8. The **Financial Secretary** shall assist the Treasurer, as requested and provide FOPPL follow up correspondence relative to financial receipts and donations.

5.9. No financial obligations shall be incurred except by authorization of the Board of Directors. Payments shall be made only by check upon presentation of vouchers approved by the appropriate Committee Chairs and with receipts of purchase.

6.0. The Board's contribution or financial event assessment shall be a minimum of five hundred dollars (\$500.00) annually.

6.1. Officers of this Board shall be elected annually at the meeting specified in Article VI from the slate proposed by the Nominating Committee (Article VI). The candidate for each office receiving a simple majority of votes of those present shall be elected to that office.

6.2 Any action required by the Board may be taken without a meeting if all Board members receive notice of said action in writing or electric transmission and a majority of Board members' consent to action in writing or electronic transmission.

ARTICLE VI - STANDING COMMITTEES

The Chair of each Standing Committee shall be appointed by the President as described in Article V. Committee Chairperson shall appoint their own Committee members in consultation with the President. Standing Committees and their general duties shall be as follows:

6.1 **FINANCE** - Responsibilities include the preparation of the annual budget, administration of gifts and annual audit. The Treasurer may chair this Committee.

6.2 **SUPPORTERS** - Responsibilities include maintaining membership records, and organizing activities to encourage membership.

6.3 **PROGRAM** - Responsibilities include the presentation of programs of interest to the community and providing hospitality at library-sponsored activities.

6.4 **NOMINATING** - Responsibilities shall consist of the preparation of a slate of officers for presentation to the Board at least ten days prior to the first meeting of the year.

6.5 **FUNDRAISING** - Responsibilities include planning and organizing activities whose sole purpose is to raise money to support the library.

ARTICLE VII - NOTICATIONS

Where these by-laws require presentations, notices, publishing legislative, and or other notification to members, the form of notification may be mailing or emailing to the list of current members or posting on a bulletin board readily available to the public in the Plainfield Public Library or on the PPL/FOPPL website.

ARTICLE VIII - AMENDMENTS AND REVISIONS

These by-laws may be amended by a majority vote of the Board attending a proper meeting, provided that notice of the proposed changes shall have been given to the Board at least ten days prior to the meeting.

ARTICLE IX - DISSOLUTION OF THE FRIENDS OF THE PLAINFIELD PUBLIC LIBRARY

In the event of the dissolution of "The Friends", all funds shall be disbursed to the Plainfield Public Library.

Adopted September 1960.

Revised and amended: May 17, 1970; May 23, 1982; May 4, 1986; April 25, 1993; May 11, 1999; November, 2011.

These by-laws have been revised by a vote of the membership and adopted by the Board at its meeting January 31, 2012.

These by-law revisions have been adopted by majority vote of the Board of Directors at the January 19, 2016; June 19, 2018 and September 18, 2018 meetings.

These by-law revisions have been adopted by majority vote of the Board of Directions at the November, 19, 2019 meeting.