

THE FRIENDS OF THE PLAINFIELD PUBLIC LIBRARY, INC.
BY-LAWS (1/19/2016 revision)

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 this association is to promote the general interests of the Plainfield Public Library 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 MEMBERSHIP

3.1. Membership is open to any person or organization interested in the purposes of The Friends. Membership types and dues 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 towards membership are accepted throughout the year.

ARTICLE IV - MEETINGS OF THE GENERAL MEMBERSHIP

4.1. An Annual Meeting will be held in January of each year to conduct necessary business and elect all Board members for the coming year. The date shall be determined at least twenty days in advance by the Board. Notice to members and officers shall be given at least ten days in advance.

4.2. Six members shall constitute a quorum. Each member shall be entitled to one vote. No member shall be entitled to vote unless dues have been paid for the current year.

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

4.4. Robert's Rules of Order shall be used to conduct business where they do not conflict with these by-laws.

ARTICLE V - BOARD OF DIRECTORS

5.1. The Friends shall be governed by a Board of Directors (hereinafter referred to as Board)

consisting of the four officers, the Chairs of 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 at the Annual Meeting.

The Board of Directors 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.

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

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

5.4. Board members shall be sought who reflect the qualifications determined by the Board and who reflect the diversity of the Plainfield community.

5.5. An absence of three meetings during a year by any officer or Board member may constitute grounds for dismissal by 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.

5.6. 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.

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

ARTICLE VI - OFFICERS

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

6.2. 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 should be submitted to the President at least one day prior to the meeting.

6.3. 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.

6.4. 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.

6.5. The **Secretary** shall record and keep minutes of the meetings of The Friends and 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 that the Secretary is absent, the president shall appoint a member of the board to record the minutes.

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

6.7. 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

6.8. Officers of this association shall be elected annually at the meeting specified in Article VII from the slate proposed by the Nominating Committee (Article VII). The candidate for each office receiving a simple majority of votes of those present shall be elected to that office. No officer may hold the same office more than three consecutive years.

6.9. 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 VII - STANDING COMMITTEES

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

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

MEMBERSHIP - Responsibilities include maintaining membership records, and organizing and conducting activities to encourage membership.

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

NOMINATING – Responsibilities shall consist of the preparation of a slate of officers for presentation to the membership at least ten days prior to the Annual Meeting.

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

ARTICLE VIII - NOTIFICATIONS

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 IX— 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 paid Board at least ten days prior to the meeting.

Article X – 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; and May 11,1999; November, 2011

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

These Bylaw revisions have been adopted by a majority vote of the Board of Directors at the January 19, 2016 meeting.