Friends of the Laingsburg Public Library Bylaws

Article I
Organization's Name

The name of this Organization shall be Friends of the Laingsburg Public Library.

Article II
Object

The object of this 501c(3) Organization shall be to accept and distribute charitable contributions for the benefit of the Laingsburg Public Library.

Article III
Members

Section 1. Maximum Membership. The membership of the Friends of the Laingsburg Public Library shall be unlimited.

Section 2. Membership Eligibility and Admission Procedure. Any adult resident of the Friends of the Laingsburg Public Library servicing area shall be eligible for membership, provided the adult resident completes a membership form and submits payment of the annual dues.

Section 3. Dues. The annual dues shall be ten (10) dollars, payable in advance on or before September 1 of each year. During the month of Octobers, the Treasurer shall notify members in arrears, and those whose dues are not paid within thirty (30) days thereafter shall be automatically dropped from voting membership in the Friends of the Laingsburg Public Library.

Section 4. Voting- Paid members have voting rights on membership due changes, by-laws, officers, proposed budget at the annual meeting, budget changes as they arise, and vacancies. Roll call is required for the yearly budget vote.

Section 5. Paid members may vote in person, by mail, or electronically. Means of voting will be determined and communicated to members by the Officers. Officers will provide a minimum of five business days for membership to respond to any voting matter.

Article IV
Officers

Section 1. Officers and Duties. The officers of the Friends of the Laingsburg Public Library shall be a President, a Vice President, a Secretary, a Treasurer, a Trustee, and the Library Director. These officers shall be prescribed by these bylaws and by the parliamentary authority adopted by the Friends of the Laingsburg Public Library. Officers and Board of Directors are synonymous with these bylaws.

Section 2. Nomination Procedure, Time of Elections. At the annual meeting held in September nominations from the floor shall be accepted.

Section 3. Election and Term of Office. The officers shall be elected by ballot for the designated term, and their term of office shall commence at the close of the meeting at which they are elected.

- President 2-year term, elected in even numbered years
- Vice President 2-year term, elected in odd numbered years
- Secretary 2-year term, elected in even numbered years
- Treasurer 2-year term, elected in odd numbered years
- Trustee 1-year term

If an officer leaves, a new member will finish the position term. Any vacancy may be filled by a majority vote of the Board at any regularly scheduled meeting, or special meeting called for that purpose. The appointee shall serve until the next annual meeting, at which time the membership shall vote to elect that person, or another candidate, to fill the expired term.

Section 4. Office-Holding Limitations. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. Notwithstanding the foregoing, a board member is eligible to be re-elected to another consecutive term of office only if there is no other candidate who is nominated for and elected to that office. These officers shall be prescribed by these bylaws and by the parliamentary authority adopted by the Friends of Laingsburg Public Library.

Article V
Meetings

Section 1. Meetings. The meetings of the Friends of the Laingsburg Public Library shall be held as needed and as determined by the membership. Meeting notes, including upcoming meeting information, will be displayed at the library.

Section 2. Annual Meetings. The meeting in September shall be known as the annual meeting and shall be for the purpose of electing officers, receiving and reviewing annual financial reports of officers and committees, and for any other business that may arise.

Section 3. Special Meetings. Special meetings may be called by the President or by any member of the Executive Board of the Friends of the Laingsburg Public Library. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least three days' notice shall be given.

Section 4. Quorum. Three members of Friends of the Laingsburg Public Library shall constitute a quorum.

Article VI
The Executive Board

Section 1. Board Composition. The officers of the Friends of the Laingsburg Public Library shall constitute the Executive Board.

Section 2. Board's Duties and Powers. The Executive Board shall have general supervision of the affairs of the Friends of the Laingsburg Public Library between its business meetings, establish the hour and place of meetings, make recommendations to the Friends of the Laingsburg Public Library, and perform such other duties as are specified in the bylaws. The Board shall be subject to the orders for the Friends of the Laingsburg Public Library, and none of the acts shall conflict with action taken by the Friends of the Laingsburg Public Library. A minimum of two Board members will be on the bank account, and two account members will provide signatures on checks for purposes of accountability.

- Section 2A. Officers shall be President, Vice-President, Treasurer, Secretary Trustee, and the Library Director. Officers shall be nominated and voted upon at the Annual Meeting of the Friends of the Laingsburg Public Library. The current Library Director shall be appointed rather than nominated and elected by vote.

- Section 2B. The President shall be the Chief Executive Officer of Friends of the Laingsburg Public Library and of Board meetings of Friends of the Laingsburg Public Library and of the organization's Executive Board. The President shall:
    - Preside at all meetings of Friends of the Laingsburg Public Library and Laingsburg Public Library Board meetings, and ensure that the business of the organization is in accordance with the bylaws;
    - Call special meetings of both the organization and the Board;
    - With Board approval, name Committees and their chairs, and shall serve as an ex officio member of all committees;
    - Will ensure that there is a designated Board Officer representing the Friends of the Laingsburg Public Library at the Laingsburg Public Library Board Meeting.
    - Will assist in the development of the Annual Budget.
- Section 2C. The Vice-President Shall:
    - Provide continuity for Friends of the Laingsburg Public Library by temporarily assuming the powers and duties of the President when he/she is absent or unable to function as President;
    - Assist the President in the performance of duties as requested by the President;
    - Assist in the annual financial reviews and serve as a cosigner on financial accounts.
    - Will assist in the development of the Annual Budget.
- Section 2D. The Treasurer shall be responsible for the funds and maintain the records of Friends of the Laingsburg Public Library. The Treasurer shall:
    - Keep accurate books of accounts of all financial business;

    - Collect all monies due Friends of the Laingsburg Public Library, deposit same in such banking institutions as the Executive Directors shall designate, and determine appropriate electronic banking procedures;
    - Pay all bills and preserve all receipts and provide a summary of expenses for each Friends of the Laingsburg Public Library activity, Workshop, etc., to the Board of Directors at regular Board meetings. Checks of less than $100.00 shall be approved by either the Treasurer or the Vice President. Checks exceeding $100.00 shall be approved by both the Treasurer and the Vice President. Maintain excess funds separately from routine accounts and invest them with prior approval of the Executive Board.
    - Comply with written requests for the inspection of Friends of the Laingsburg Public Library books and records submitted to the Treasurer by any Friends of the Laingsburg Public Library member or his/her agent or attorney for any purpose at a mutually agreed upon time and place.
    - The Treasurer will work with the Library Director to develop an annual budget request. The request will be presented to the Executive Board at the board meeting prior to the annual meeting. The Treasurer will present the proposal at the Annual Meeting.
- Section 2E. The Secretary shall:
    - Keep an accurate record of all Executive Board meetings and an accurate record of attendance at such meetings;
    - Provide copies of meeting minutes to the Board within 14 days after a meeting and file approved meeting minutes
    - Prepare and file Friends of the Laingsburg Public Library correspondence between the Executive Board and other persons and organizations;
    - File all current Committee reports submitted to the Executive Board and send non-current ones to the Archivist for preservation;
    - Conduct the election of Officers at the Annual Meeting and record the results. Votes and elections at the annual meeting shall be by roll call vote, including non-present voting methods.
    - Maintain the Friends of the Laingsburg Public Library membership list.
    - Will assist in the development of the Annual Budget.
- Section 2F. The Trustee shall:
    - Serve as a voting member members
    - Advocate for funding
    - Promote the library
    - Help assess community needs to develop library programs and long-range plans
    - Collaborate with the other board members
    - Assist in the development of the Annual Budget
- Section 2G. The Library Director shall:
    - Serve as a non-voting member
    - Promote the library
    - Collaborate with the other board members
    - Assist in the development of the Annual Budget

- Assess community needs to develop library programs and long-range plans
- Serve as the primary advisor and communication link between the library and the Friends organization
- Provide regular updates on library plans, programs, challenges, and successes
- Guide Friends on how their fundraising and volunteer efforts fit the library's strategic plan
- Share official library needs so Friends can fund or support specific, approved projects
- Participate in community outreach, membership drives, and advocacy events

Article VII
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Friends of the Laingsburg Public Library in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order Friends of the Laingsburg Public Library may adopt.

Article VIII
Addendum to By-Laws

These bylaws may be amended at any regular meeting of the Friends of the Laingsburg Public Library by a Board majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Proposed amendment to the Friends of the Laingsburg Public Library

In order to qualify with the Michigan Lottery and Gaming Division (to conduct Bingo, Raffle, Charity Games,) the Friends of the Laingsburg Public Library shall make these provisions in the By-Laws.

1. As long as the Friends of the Laingsburg Public Library continue the organization will remain nonprofit FOREVER.

2. If for any reason the Friends of the Laingsburg Public Library should dissolve, all assets and real and personal property will revert to the Laingsburg Public Library. If both the Laingsburg Public Library and the Friends of the Laingsburg Public Library dissolve, then any remaining monies shall go to the Lions Club. If the Laingsburg Lions cannot accept the funds the Board will determine who receives the remaining monies.

Lori A. Johnson _____ October 1, 2026
Friends of Laingsburg Public Library President Date

Friends of the Laingsburg Public Library is committed to equal volunteer opportunity without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital or veteran status.