

CONSTITUTION

ARTICLE I – Name and Location

The name of the organization is Friends of the Statesboro-Bulloch County Library, which is located in the City of Statesboro, Bulloch County, Georgia.

ARTICLE II – Purpose

Section 1. The organization has three principal aims:

- (1) to maintain a quality library;
- (2) to increase services and facilities of the Statesboro-Bulloch County Library; and
- (3) to enrich the cultural opportunities available to the public.

Section 2. Friends sponsors special projects; informs the public of the resources, services, and needs of the library; secures materials that are beyond the library budget; and performs other beneficial services.

Section 3. The Friends is a non-profit organization.

ARTICLE III – Membership

Section 1. All persons who pay dues are eligible members.

Section 2. Any persons who joined the Friends in 1993 are designated as Charter Members.

ARTICLE IV – Gifts

The Board reserves the right to accept or decline any gift.

ARTICLE V – Board

Section 1. The Friends is administered by a Board of Directors consisting of five (5) officers and eight (8) non-officer directors.

Section 2. Officers will consist of a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 3. The Library Director and immediate Past President serve as ex officio (non-voting) members.

ARTICLE VI – Fiscal Year

The fiscal year shall be from July 1 to June 30.

ARTICLE VII – Funds and Liability

Section 1. All funds are to be deposited by the Treasurer to the account of Friends of the Statesboro-Bulloch County Library.

Section 2. No personal liability shall be attached to any members of the organization in connection with any of its official undertaking.

ARTICLE VIII – Amendments

Section 1. The Constitution may be amended by a two-thirds vote of the voting members present at the Annual Meeting, provided those members have been notified that amendments will be presented at the meeting.

Section 2. Proposed amendments will be available for review at the Library prior to the Annual Meeting.

BY-LAWS

ARTICLE I – Membership and Dues

Section 1. Categories of Membership:

Annual Individual Membership:	\$15.00
Annual Family Membership:	\$25.00
Annual Sustaining Membership:	\$50.00
Annual Patron Membership:	\$100.00
Total Life Membership:	\$1,000.00

Section 2. A Life Membership is attained when a total of \$1,000 has been paid by an individual or family to the Friends by dues.

Section 3. A life Membership has all the privileges of membership without additional obligations of membership fees.

Section 4. All categories of membership actively support and participate in the organization.

Section 5. The Board may award Life Membership for special contributions at its discretion.

Section 6. Only membership dues accrue toward Life Membership.

ARTICLE II – Corporate Sponsorships

Section 1. A Corporate Sponsorship is designated for one (1) fiscal year upon receipt of a minimum donation of \$500 by a Corporate Sponsor.

Section 2. The Corporate Sponsorship does not carry voting or other membership privileges.

Section 3. Corporate Sponsors will be acknowledged in publicity and Friends newsletters when appropriate.

ARTICLE III – Meetings

Section 1. An Annual Meeting of all Friends members will be held near the end of each fiscal year on a date set by the Board for the purpose of electing Officers and Directors and transacting any other business.

Section 2. A Special Meeting of the Friends may be called by a majority of the Board members or a majority of the officers.

Section 3. Notice of the Annual Meeting and any Special Meeting is to be distributed to the members, by the President, at least two (2) weeks prior to the meeting.

Section 4. A vote of the majority of those attending the Annual Meeting, any Special Meeting, or any Board meeting is necessary to constitute an official action.

Section 5. The Board meets quarterly. The President may also request meetings at other times. Board members are notified of the time and place of each meeting by the President prior to the meeting.

ARTICLE IV – Board of Directors

Section 1. All members of the Board must be a current member of the Friends.

Section 2. Officers and Directors serve a two (2) year term.

Section 3. A slate of nominees for Officers and Director vacancies will be presented by the Nominating Committee at the Annual Meeting for approval by the attending members. Nominations will also be accepted from the floor if the slate is not accepted.

Section 4. Board members are expected to be present at all meetings.

Section 5. Vacancies on the Board that occur during the fiscal year will be filled for the remainder of the term through appointment by the Board.

Section 6. Seven (7) members of the Board shall constitute a quorum for the transaction of business at any Board meeting.

ARTICLE V – Duties of Officers

Section 1. President

The President presides at the meetings of the Board, communicates the goals and objectives of the organization to the membership, and is authorized to disburse funds with the approval of the Board. The President ensures that a newsletter is produced to keep the membership informed.

Section 2. Vice- President

The Vice-President presides at the meetings of the Board in the absence of the President and assists the President as requested. The Vice-President serves as President directly following a term as Vice-President provided that there is eligibility remaining to serve on the Board.

Section 3. Recording Secretary

The Recording Secretary records attendance, takes the minutes of all meetings, prepares copies of the minutes, and distributes them to the Board. In the absence of the recording secretary at any meeting, the Board may elect a member to take notes and make them available to the recording secretary within two (2) weeks.

Section 4. Corresponding Secretary

The Corresponding Secretary deals with all correspondence as directed by the President or the Board.

Section 5. Treasurer

The Treasurer maintains accurate records of the organization's assets and disburses monies as needed with the approval of the Board, makes a financial report at each Board meeting and at the Annual Meeting. The treasurer may enlist an assistant that does not serve on the Board, with the approval of the Board, to aid in the keeping of the books and/or to handle funds.

The Treasurer will file the appropriate documents to maintain the Friends' non-profit status. Financial records will be reviewed at the end of each fiscal year.

ARTICLE VI – Committees

Section 1. The President appoints a Nominating Committee to be composed of at least three (3) members of the Board. The Nominating Committee presents a proposed slate of officers to the general membership at the Annual Meeting.

Section 2. Subject to Board approval, the President appoints committees, committee members, and committee Chairs as needed.

Section 3. When necessary, the Officers have the power to act for the Board between regular meetings. Any action taken by the Officers must be reported to the Board for approval at its next meeting.

Section 4. The Officers may call for a vote by electronic means and have the authority to act upon that vote. The results will be reported at the next Board meeting.

Section 5. In the case that a Committee Chair is not a member of the Board, the committee chair may present the report for its Committee at the Board meeting either in person, in writing, or given on their behalf by a Board member.

ARTICLE VII – Amendments

The By-Laws may be amended by a two-thirds vote of the Board present, provided notice of the proposed amendment(s) has been included in the notice of the meeting of the Board.

Original Constitution and By-Laws 1993

Revised May 2005

Revised May 2008

Revised May 2009

Revised May 2012

Revised May 2016