

**Friends of the
Novi Public Library
By-Laws**

ARTICLE I. – NAME

Section 1. The name of this organization shall be Friends of the Novi Public Library.

ARTICLE II. – PURPOSE

- Section 1. The purpose of the Friends of the Novi Public Library shall be:
- a. To maintain an association of persons interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services;
 - b. To receive and encourage gifts, endowments and bequests to the library; to carry out Board-approved Fundraising activities; to support and cooperate with the library in developing library services and facilities for the community;
 - c. To support and cooperate with the library in developing library services and facilities for the community.

ARTICLE III. – MEMBERSHIP

- Section 1. Membership shall be open to any or all individuals in sympathy with its purposes.
- Section 2. Voting privileges in this organization requires the payment of Annual Dues, which amount shall be determined by the Board of Directors.

ARTICLE IV. – BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of the officers of the organization.
- Section 2. Meetings of the Board of Directors may be held upon request of any Member of the Board.
- Section 3. All Members of the Board of Directors should be notified of meetings of the Board a minimum of five (5) days prior to a scheduled meeting whenever possible.

ARTICLE V. – OFFICERS

- Section 1. The officers of this organization shall consist of a President, Vice-President, Secretary, Treasurer, and up to eight (8) Members-at-Large.
- Section 2. All officers shall be elected by a majority vote of the membership in attendance at the Annual Meeting of this organization.
- Section 3. Prior to the Annual Meeting and election of officers, there shall be a Nominating Committee made-up of at least two (2) persons who shall contact each voting member to see if he/she would like to serve as an officer.

Section 4. Officers shall hold office from the day of election until the Annual Meeting of the following calendar year. The Board of Directors may appoint to fill a vacancy and the appointee shall serve out the term.

ARTICLE VI. – DUTIES AND POWERS OF OFFICERS

- Section 1. The president shall preside at all meetings of the organization and of the Board. Such person shall appoint all standing and special committees, and shall appoint a bank account co-signer, subject to the approval of the Board; and such person shall be an ex-officio member of such committees. It shall be the duty of the president to carry out the will of the Board as expressed at its respective meetings and to conduct the affairs of the organization in a manner consistent with the authority and responsibility pertaining to such office.
- Section 2. In the absence of the President, or in the event of his or her inability to act, the vice-president shall discharge the duties of the president.
- Section 3. The secretary shall attend all meetings and keep a true and accurate record of all proceedings. The secretary shall keep a complete list of the names and addresses of all members of the organization. Such person shall carry on the correspondence of the organization as instructed by the Board and/or by the president of the organization.
- Section 4. The treasurer shall deposit all funds of this organization to the account of the Friends of the Novi Public Library. The treasurer shall collect all monies due to this organization and shall keep an account of all monies received by the expended by or on behalf of the organization and shall make disbursements only upon approval of the Board; but no withdrawals of funds shall be made from the duly designated depository except when signed by the treasurer and co-signer. On leaving office, either by limitation of such person's term of office or otherwise, the treasurer shall deliver to his or her successor all monies, books, papers and other property belonging to the organization which then may be in his or her control or custody. In the absence of such successor, the same shall be delivered to the person designated as a co-signer by the Board. In case of the absence or the inability of the treasurer to act, the Board may authorize the co-signer to perform such duties of the treasurer as may in the event become necessary. All books, papers and other property in the custody of the treasurer shall be kept by such person in a safe place. The treasurer may, at any time, be required to give a bond in such sum as the Board may deem advisable; the cost of such bond shall be paid from the funds of the organization. The treasurer's account shall be audited every two years or as often as it may be deemed necessary by the Board or as required by law. The treasurer shall submit a proposed budget at the annual meeting for the coming year to be approved by the membership.
- Section 5. The Historian shall keep a current record of all events involving activities of the organization. Access to this record shall be available at the Annual Meeting and at other such times as requested.
- Section 6. All officers shall serve without compensation, but the Board may

authorize a disbursement of such necessary incidental expenses as may be properly incurred by officers in the transaction of business for this organization, solely by way of reimbursement, not to exceed twenty-five dollars (\$25). Any other person incurring expenses for and on behalf of the organization may be reimbursed by appropriate motion of the Board. No contract shall be entered into and no obligation shall be incurred beyond the amount on hand or in the bank.

ARTICLE VII – MEETINGS

- Section 1. The Annual meeting of the organization shall be held every Spring, or before September, at such place within the City of Novi as the Board shall determine. Notice of the time and place for holding any annual meeting shall be mailed to the voting members herein at least fourteen (14) days prior to such meeting. Reports of the chairpersons of projects for the year just ended shall be submitted in writing at the annual meeting.
- Section 2. Special meetings may be called by request of a majority of the Board and/or a request of forty percent (40%) of the membership. Notification of such meetings should be given at least five (5) days prior to such meeting.
- Section 3. A majority of members at any meeting of the organization, regular or special, shall constitute a quorum at such meeting.
- Section 4. A majority of the Board shall constitute a quorum at a called meeting of the Board.
- Section 5. All meetings of the organization and its Board of Directors shall be conducted in an orderly fashion according to basic rules of order.
- Section 6. All expenditures other than the twenty-five dollars (\$25) as stated in Article VI Section 5, must be approved by membership majority vote or approved by the Board.

ARTICLE VIII. – AMENDMENTS

- Section 1. A By-Laws Review Committee shall be appointed to review the By-Laws each year and recommend changes as necessary.
- Section 2. These By-Laws may be amended at any meeting of the organization by a sixty percent (60%) majority vote of the voting members present and voting, provided that notice of the proposed amendment is given in writing to all of the members at least five (5) days before said meeting. Such written notice shall contain the proposed amendment (s).

ARTICLE IX. – DISPOSITION OF ASSETS UPON DISSOLUTION

- Section 1. Upon dissolution of this organization, all remaining assets shall pass to and shall belong to the Novi Public Library, Novi, Michigan.