

**Friends of the Petoskey Public Library
Bylaws**

Article I. Name

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

Article II. Mission Statement and Purpose

- Section 1. The mission of the Friends of the Petoskey Public Library, a volunteer organization, is to promote and support the Petoskey District Library in its endeavor to provide open access to resources, which satisfy the lifelong informational, educational, and cultural needs of the members of our community.
- Section 2. The purpose of this organization shall be to maintain an association of persons interested in books, information and libraries; to assist in promoting knowledge of and participation in library programs; to enhance library funds for meeting special library needs; to support and cooperate with the library in developing library services and facilities for the community; to stimulate gifts of books, desirable collections, endowments and bequests; to provide a channel for individuals and organizations to express ideas and make suggestions for library use and services.

Article III. Board of Directors

- Section 1. The business proceedings of this organization shall rest with the board of directors.
- Section 2. The board shall consist of up to 15 members. The library director shall serve as an ex-officio member of the board of directors. Vacancies will be filled by a majority vote of the board of directors.
- Section 3. A majority of the members of this board shall constitute a quorum for the transaction of business.

Article IV. Officers

- Section 1. The officers shall consist of at least a president, vice president, treasurer and secretary. A second vice president may be appointed as the need arises.
- Section 2. Nominations shall be drawn from the existing board members and be presented by the nominating committee.

Section 3. Officers shall be elected by the majority vote of those present at the annual meeting.

Article V. Duties of Officers

Section 1. The president shall preside at the meeting of the membership and of the board of directors. The president shall be an ex-officio member of all committees except nominating.

Section 2. The vice president or second vice president shall perform the duties of the president in the absence of the president.

Section 3. The treasurer shall receive all moneys, prepare a proposed annual budget, maintain financial records, disburse funds in accordance with the budget, and present financial reports at the meeting of the board of directors. A financial audit shall be conducted by a special committee within sixty days after the close of each fiscal year.

Section 4. The secretary shall record attendance at all meetings, take the minutes of all meetings, notify the members of the time and place of meetings, and conduct the **appropriate** correspondence of the organization.

Article VI. Committees

Section 1. The standing committees shall be as follows: nominating (three members), membership, volunteer, fundraising and Book Store.

Section 2. Committee chairmen are to be selected from the current board of directors or general membership.

Section 3. The president, with the consent of the board of directors, may appoint special committees which are considered necessary or appropriate for carrying out the purpose of the organization.

Section 4. The President, with the consent of the board of directors, may establish ad hoc committees as needed to address specific issues relevant to the goals and activities of this organization. An ad hoc committee will disband upon fulfillment of its charge. While the head of an ad hoc committee will be a member of this organization, s/he will not be a voting member of the Board.

Article VII. Membership

- Section 1. Membership in Friends of the Petoskey Public Library shall be open to all who approve the mission and purposes of the organization and pay annual dues.
- Section 2. Membership fees shall be established by the board of directors. Life memberships may also be granted, by the board of directors, to individuals who exemplify the high goals of the Friends of the Petoskey Public Library.

Article VIII. Meetings

- Section 1. This organization shall hold an annual membership meeting for the purpose of electing officers, receiving reports, and conducting business. A written notice shall be sent to each member at least two weeks prior to the date of the meeting. A quorum shall consist of a majority of membership present.
- Section 2. The board of directors shall conduct regular business meetings set by the President.

Article IX. Finances

- Section 1. The fiscal year shall be July 1 through June 30.
- Section 2. Membership dues are paid annually.
- Section 3. No part of the assets of this organization, nor any income or gains there from, shall inure to the benefit of its members.
- Section 4. The Friends of the Petoskey Public Library shall remain nonprofit forever.

Article X. Parliamentary Authority

- Section 1. *Robert's Rules of Order, Newly Revised*, shall guide the board of directors and govern proceedings in all cases not provided for in these bylaws.

Article XI. Amendments

- Section 1. These bylaws shall be amended by two-thirds vote of those members present and voting at any meeting of the general membership providing written notice of the proposed amendments have been made available to members at

least two weeks prior to the meeting and a quorum is present.

Article XII. Dissolution

- Section 1. In the event of the dissolution of the organization, and prior to the completion thereof, all liabilities and obligations of the organization shall be paid, all of the remaining assets shall be expended for the purpose of the organization, and no part of such remaining assets, property or income shall be distributed to members or to any other persons whatsoever.
- Section 2. Upon dissolution of Friends of the Petoskey Public Library and payment obligations, all remaining assets shall be transferred to the Petoskey District Library as exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.

Revised based on changes approved by the members at the Annual Meeting on January 11, 2024.