



BYLAWS

Article I—Name

Sec. 1— The name of this organization is Friends of the Ohio County Public Library.

Sec. 2— Its principal office is located in the Ohio County Public Library at 52 16th Street, Wheeling, West Virginia.

Article II—Mission

Sec. 1— The mission of the Friends of the Ohio County Public Library is to support and complement the Ohio County Public Library’s goal to provide free and equal access to resources which assist the community to pursue knowledge, information, education, research, and recreation with the aim of promoting an enlightened citizenry, encouraging lifelong learning, and enriching the quality of life.

Article III—Purpose

Sec. 1— The purpose of the Friends of the Ohio County Public Library is to:

- Increase community awareness of and use of the library
- Encourage gifts, endowments, and memorials for the library
- Provide direct financial assistance
- Assist with the sponsorship of programs designed to add to the cultural life of the community
- Assist with volunteer work in the library on specific projects as designated by the Library Director

Article IV—Membership and Member Donations

Sec. 1— All persons or organizations interested in the purpose of this organization are eligible for membership.

Sec. 2— Each member in good standing is eligible to vote in organizational elections and at meetings.

Sec. 3— The fiscal year is January-December and suggested donations are payable annually. There shall be four (4) donation levels:

Individual:	\$10
Business/Organization:	Small - \$100 [fewer than 50 employees] Large - \$250 [50 or more employees]
Patron:	\$500
Lifetime:	\$1000

Article V— Officers

Sec. 1— The officers are President, Vice-President, Secretary, and Treasurer. When feasible, the offices of Secretary and Treasurer may be combined into one office (Secretary-Treasurer). There shall be at least three directors in addition to the officers. All officers and directors are elected by the membership.

Sec. 2— A nominating committee appointed by the President shall submit a list of nominees to be elected for unfilled offices to the Executive Committee for approval. The Executive Committee will conduct the election at the annual membership meeting. At the annual membership meeting, additional nominations may be made from the floor (with the prior consent of the nominee).

Sec. 3— Officers shall be elected by majority vote of those present at the annual meeting for a term of three years.

Sec. 4— Any vacancy in an office shall be filled through appointment by the Executive Board until the next annual membership meeting.

Article VI—Duties of Officers

Sec. 1— The President shall preside at all meetings of the organization and be responsible for general supervision of the affairs of the organization. The President shall be an ex officio member of all committees.

Sec. 2— The Vice-President shall assume the duties of the President in his/her absence. The Vice-President shall be responsible for assisting with the coordination all Friends-sponsored programs and activities.

Sec. 3— The Treasurer shall be custodian of all monies and shall deposit them in bank(s) designated by the Executive Committee. The Treasurer shall present financial statements to the Executive Committee at its regular meetings, prepare an annual report for the annual membership meeting, maintain organizational accounts, and submit required financial reports to external bodies.

Sec. 4— The Secretary shall assist the President with meeting agendas, take the minutes of all the meetings, and keep an accurate record of all business transacted. The Secretary shall maintain and archive all inbound and outbound correspondence.

Article VII— Executive Board

Sec. 1— The Executive Board shall consist of elected officers and elected directors.

Sec. 2— Executive Board meetings shall be held at least quarterly (January, April, July, October). Special meetings may be called by the President.

Sec. 3— A majority of the Executive Board shall constitute a quorum.

Sec. 4— Officers and Executive Board members shall hold office for three years.

Article VII—Meetings

Sec. 1— The annual membership meeting shall be held in April.

Sec. 2—A special meeting of this organization may be called at any time by the Executive Board.

Article IX—Committees

Sec. 1—When necessary, committees shall be convened by action of the Executive Board.

Sec. 2— All committee chairpersons shall be appointed by the President and approved by the Executive Board.

Article X— Organizational Protocols

Sec. 1— This organization is not organized for profit or personal gain. None of its income or assets shall ever be distributed to members.

Sec. 2— Two officers' signatures are required on all checks for expenditures over \$100 which have not been pre-approved by the Executive Committee. One signature will suffice on checks for all expenditures which have been pre-approved by the Executive Committee.

Sec. 3— The fiscal year for this organization shall be January-December.

Sec. 4— The income and assets of this organization shall be used in the furtherance of the objectives and purposes of this organization to ensure the continued growth and development of the Ohio County Public Library.

Sec. 5— Upon dissolution of this organization, any property (tangible or intangible) shall be donated by the Executive Board to the Ohio County Public Library Board of Trustees for the use of the Ohio County Public Library.

Article XI— Funds

Sec. 1— All funds shall be deposited with the Treasurer of the Friends of the Ohio County Public Library and shall be disbursed as authorized by the Executive Board. Expenditures for the benefit of the library will be approved by the Ohio County Public Library Board of Directors.

Sec. 2—The Treasurer's financial records will be reviewed and audited by the Executive Committee prior to the annual membership meeting.

Article XII— Authority

Sec. 1— *Robert's Rules of Order, Revised* shall serve as parliamentary authority.

Sec. 2— Notification procedures and protocols will be determined and announced annually by the Executive Board (and may employ electronic and/or other transmission modes).

Article XIII— Amendments

Sec. 1— Any amendment of these By-Laws may be proposed at any meeting of the general membership. Proposed amendments must receive a two-thirds vote of those present, provided that notice of such proposed amendment(s) is disseminated at least two weeks before said meeting.