

**WOODRIDGE FRIENDS OF THE LIBRARY**  
**BY-LAWS**

Article I Name and History:

- A. This not-for-profit organization shall be called the **Woodridge Friends of the Library**, hereinafter referred to as the "Friends".
- B. The Friends group received its first Articles of Incorporation July 22, 1980. These Articles were amended February 18<sup>th</sup>, 1982, and the Internal Revenue Service granted the group 501 ( c ) 3 status under the Internal Revenue Code May 12, 1982.

Article II Purpose:

- A. The purpose of the organization shall be to raise funds for the library; to promote public awareness and encourage interest in the library resources and services; to foster public support; and to encourage gifts, endowments, and bequests to the library.

Article III Membership:

- A. Membership in this organization shall be open to individuals and organizations interested in supporting the purposes of the Friends.
- B. There will be three membership categories: **Individual, Organization, and Lifetime.**
- A. An "active member" will be defined as someone or an organization who is current with paying their dues to the Friends. See the "Dues" section below for definition of the membership year.
- B. Active members shall have voting privileges with one vote per membership.

Article IV Executive Board:

The Executive Board shall consist of the four elected officers and the Library Administrator or his/her appointee. Vacancies of elected Board officers shall be filled by presidential appointment with Executive Board Approval.

- A. Officers:  
Officers shall be as follows: President, Vice President, Secretary, and Treasurer.

B. Elections:

1. Officers shall be elected for a one-year term at the Annual Meeting by majority vote of members present.
2. Officers may not serve for more than five successive terms in any one position.
3. A slate of officers will be presented at the Annual Meeting, but members may be nominated or may self-nominate from the floor.

C. Duties of Officers:

1. President shall preside at all meetings, appoint all Committee chairmen; call special meetings; serve as ex-officio member of all committees except nominating committee; execute all documents as authorized by the Executive Board; and generally perform the duties of the office.
2. Vice President shall preside at all meetings in the absence of the President and shall assume the duties and responsibilities of the office.
3. Secretary shall keep a true and accurate account of all meetings; shall have custody of the minutes and other records of the Friends; and shall notify membership of time and place of the annual meeting.
4. Treasurer shall keep and maintain financial records, submit a written report at each regular meeting, disburse funds as authorized and perform all duties generally associated with the office.
5. Signatures of two officers shall be required for disbursement of funds. The Library Administrator and the Treasurer shall be signatories on any Friends financial accounts.
6. All financial accounts of the Friends shall use the mailing address of the Woodridge Public Library.

Article V Meetings:

- A. The Annual Membership Meeting shall be held each April.

- B. A **quorum** of the organization shall consist of a minimum of two executive Board members and two other active members.
- C. Board Meetings will be held at the request of the President.

Article VI Dues:

- A. Dues shall be payable in January or upon joining.
- B. Changes to dues shall be voted on at the annual meeting.

Article VII Fiscal Year:

- A. The fiscal year shall commence on January 1 and end on December 31.

Article VIII Amendments:

- A. These By-laws may be amended at the Annual Meeting of the Friends by a two-thirds vote of the members present.
- B. Proposed Amendments to these By-laws will be sent to the membership prior to the Annual Meeting.

Article IX Expenditures of Friends Funds

- A. All requests for expenditures of funds from the Friends shall be approved by the Executive Board in advance of expenditure.
- B. Requests shall be made in writing by the Library Administrator or any of the Officers to the Board.
- C. The President shall call a meeting of the Board to discuss requests for expenditures. If a need arises for funding and a meeting cannot be called, the President shall contact individual Board members for approval and keep a record of the dates, comments, etc.
- D. The Friends hold the non-profit permit from the United States Postal Service for mailing the quarterly library newsletters. This expenditure for the non-profit mailing permit shall be assumed to be approved each year into perpetuity without an additional meeting.

Woodridge Friends of the Library  
3 Plaza Drive  
Woodridge, IL 60517

**Approved by Membership April 14, 2013**