

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 18th, 1982.
- C. The Friends Group Executive Board was reactivated on April 14, 2013, after many years of formal inactivity. The Friends no longer qualifies as a 501(c)3 group.

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**.
- C. 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.
- D. 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. The Library Director or his/her appointee will serve as Friends liaison. 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 April 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 April Meeting, but members may be nominated or may self-nominate from the floor.
4. In the event that no member comes forward to serve on the Executive Board, the current Board may remain for one additional year, or as needed.

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. The Vice President will assume the duties of updating the membership log.
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.
6. All financial accounts of the Friends shall use the mailing address of the Woodridge Public Library.

Article V Meetings:

- A. Two membership meetings shall be held each year. One in April and one in October.
- 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 April 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 April 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 Director or his/her designee 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
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