

Friends of the Rockville Branch Library

By-laws

Amended and Approved Effective September 1, 2009

Article I: Name

The name of this organization shall be the Friends of the Rockville Branch Library, hereinafter referred to as the Friends. The Friends shall be affiliated with the Friends of Libraries USA.

Article II: Purpose

The purpose of this organization shall be to foster closer relations between the Rockville Branch of the Pamunkey Regional Library, hereinafter referred to as the Library, and the citizens of Hanover County and environs, to promote knowledge of functions, resources, services and needs of the library; and to lead in the development of a program for the extension and improvement of the Library services and resources.

Article III: Membership

Section 1. Qualifications: Any person interested in promoting the services of the Rockville Branch Library and the purposes of this organization shall be eligible for membership upon payment of the specified dues.

Section 2. Classes of Membership and Dues: This organization shall have the following classes of membership with the annual (or Lifetime) dues as indicated:

*Youth	\$ 2.00
Individual	\$ 5.00
Family (group)	\$ 10.00
Patron (individual)	\$ 25.00
Lifetime (individual)	\$100.00

Membership (except Lifetime) shall expire and dues for the following year shall be payable on January 1 of each year. All members, regardless of class, shall have equal rights and privileges and each member shall have one vote. Additional rights and privileges of members include participation in meetings, holding office, and receiving mailings.

*Children 18 years and under not covered under a family membership

Article IV: Meetings

Section 1. Place of Meetings: Meetings of the Friends shall be held at the Rockville Branch Library or at such places as designated by the Board of Directors or President.

Section 2. Date of the Annual Meeting: The annual meeting of the members of this organization shall be held in October.

Section 3: Call of Special Meetings: Special meetings of the members may be called at any time by the President, Vice president, or by a majority vote of the Board of Directors.

Section 4. Notice of Meetings: Notice stating place, day and hour of each meeting of members, and in the case of special meetings the purpose for which they are called, shall be sent to the local newspaper (Herald Progress) in time for publication at least ten days prior to the date of the meeting, and posted in the Library in a prominent place.

Section 5. Quorum: Ten members shall constitute a quorum for the transaction of business at annual or special meetings of the Friends.

Article V: Officers

Section 1. Elections: Officers of the organization shall consist of a President, a Vice-president, a Secretary, and a Treasurer. They shall be elected by a majority vote of the general membership present at the annual meeting and shall serve for two years beginning the following January 1. Officers shall be nominated by a committee of three, elected by the Board of Directors, and vacancies shall be filled by appointment of the Board of Directors until the next regular election is held. Officers may serve more than one term, if elected.

Article VI: Duties of Officers

Section 1. General: The officers of the organization shall have such duties as generally pertain to their respective offices and also such powers and duties that may from time to time be delegated to them by the Board of Directors.

Section 2: President. It shall be the duty of the President to preside over meetings of the general membership, and serve as chairman of the Board of Directors. He/she shall appoint to serve for two years chairs of all standing committees such as Membership, Publicity, and Ways and Means, and shall serve as ex-officio member of all committees. The President shall appoint a committee to conduct an annual audit.

Section 3. Vice-president: The Vice-president shall, in the absence of the President, perform all the duties of the office and succeed to the office in the event of a vacancy until the next annual meeting. He/she shall serve as program chair.

Section 4. Secretary: The Secretary shall keep a correct record of the proceedings of all general and board meetings and shall have custody of all books and papers belonging to the organization, except those specifically assigned to other officers. He/she shall update the history of the organization each year.

Section 5. Treasurer: The Treasurer shall receive all funds of the organization and deposit same in such bank as directed by the Board of Directors. He/she shall collect all dues, keep an accurate account of all disbursements, and pay all bills by order of the Board of Directors. He/she shall make quarterly reports to the Board of Directors and render a written report, properly audited, at the annual meeting.

Article VII: Board of Directors

Section 1. Number: The Board of Directors shall consist of the (a) officers of the organization (4), (b) chairperson of each of the standing committees (3), (c) no less than 6 members from the general membership. The immediate Past-president, one undesignated librarian from the Rockville Library, and two Hanover/Rockville members of the Pamunkey Regional Library Board shall be ex-officio members of the Board of Directors without vote (4). Six voting members shall constitute a quorum. (Total – 17)

Section 2. Powers: The business and affairs of the Friends not specifically reserved to the membership shall be directed, managed, and controlled by the Board of Directors.

Section 3. Elections: Directors shall be elected by a majority vote of the membership present at the annual meeting.

Section 4. Term of Office: The term of office for Directors shall be two (2) years beginning January 1, or until successors have been elected. The Board shall fill vacancies by appointment, for the unexpired portion of the term of any Director who has ceased to serve. Directors may serve more than one term, if elected.

Section 5. Meetings: Regular meetings of the Board of Directors shall be held quarterly in February, May, August, and November. The President, Vice-president, or Secretary may call special meetings upon written or telephoned notice at least ten days prior to the meeting.

Article VIII: Committees

Section 1. Standing Committees: The Standing Committees of the organization shall be Membership, Publicity, and Ways and Means. The President appoints the chair of each committee and their term runs with the President. Each chair shall report to the President.

Section 2. Duties of the Standing Committees:

Membership: The President shall appoint the Chair. The committee is responsible for notifying members when dues are payable, recruitment of new members, maintaining records of the organization, and the publication of a membership directory.

Publicity: The President shall appoint the Chair. This committee is responsible for the publication of information concerning the activities of the Friends.

Ways and Means: The President shall appoint the Chair. The committee shall design and implement fund-raising activities.

Article IX: Fiscal Year

The fiscal year of the Friends shall be the calendar year.

Article X: Parliamentary Procedure

The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the organization in all cases to which they are applicable and in which they are not in conflict with the by-laws.

Article XI: Amendments

Amendments to these by-laws may be made at any meeting of the general membership by a two-thirds vote of those present.