

Friends of the Library
Morrill Public Library
Hiawatha, Kansas 66434

Constitution & Bylaws

Constitution

Article I. Name

The name of this organization shall be Friends of the Morrill Public Library of Hiawatha, Inc. (hereafter referred to as "Friends").

Article II. Purpose

The Friends shall be a non-profit organization whose object shall be to promote the interest and welfare of the Morrill Public Library of Hiawatha, Kansas, as a cultural, educational, and recreational asset to the community.

Article III. Membership

Section 1. All individuals and organizations interested in the purpose of this organization shall be eligible for membership upon payment of dues.

Section 2. Each member shall be entitled to one vote.

Section 3. Any person who has performed distinguished service may, on the recommendation of the Board, be elected by the organization as an Honorary Member without dues.

Article IV. Directors and Officers

Section 1. Eleven members shall constitute the governing body (hereafter referred to as the "Board") of this organization. The officers shall be President, Vice-President, Secretary, Treasurer and Publicity Chair. One Board position will be filled by the Library Director and is not subject to election by the membership and will not be a voting member.

Section 2. Board candidates shall be nominated by current Board members not less than one month previous to the Annual Meeting. Additional nominations may be made from the floor with the consent of the nominee.

Section 3. New Board members shall be elected at the Annual Meeting.

Section 4. Newly elected Board members shall assume their positions at the close of the Annual Meeting. They shall serve for a term of three years and shall not serve more than two consecutive terms.

Section 5. Board members shall elect the five officers at the Annual Meeting. The president shall be elected from the members having served at least one year on the Board.

Section 6. The Board shall fill vacancies on the Board for an unexpired term.

Article V. Funds and Liability

Section 1. All funds shall be deposited to the account of Friends of the Morrill Public Library and shall be disbursed by the Treasurer upon the authorization of the Board.

Section 2. An auditor, appointed by the Board members, shall audit the books at the end of the fiscal year.

Section 3. No member of this organization shall be held personally liable financially in connection with any of its undertakings.

Section 4. The organization's liabilities shall be limited to its common funds and assets.

Section 5. The Friends shall not go into debt.

Section 6. No member of the Friends or any private individual shall receive any of the net earnings or profit from the operation of the Friends. If the Friends dissolves, all bills will be paid and remaining assets will be given to the Morrill Public Library.

Article VI. Amendments

This constitution may be amended at any Annual Meeting by a two-thirds vote of the members present and voting, provided a written proposed amendment has been submitted to the Board at least thirty days prior to the Annual Meeting.

Bylaws

Article I. Meetings

Section 1. The Friends shall hold an Annual Meeting for the general membership. Notice of the meeting shall be made in the media and at the Library.

Section 2. The Board will meet monthly except in June and July. Notice of the meeting times will be posted on the Library website.

Article II. Quorum

Section 1. The members present at the Annual Meeting of the membership shall constitute a quorum.

Section 2. Five members of the Board present for the monthly board meeting shall constitute a quorum.

Article III. Duties

Section 1. President: To preside over and conduct meetings.

Section 2. Vice-President: To perform the duties of the President in absence of the President.

Section 3. Treasurer: To keep and maintain the financial records of the Friends; and to file annual reports to the federal and state government when required.

Section 4. Secretary: To keep attendance at all meetings; to take the minutes of all meetings; and to conduct the correspondence of the organization.

Section 5. Publicity Chair: To publicize Friends activities in the media.

Section 6. Library Director: To keep a list of the membership, together with their addresses, or to appoint a member of the library staff to this duty; to assure the transfer of records and duties when new Board officers are elected, and to assist Board officers as needed.

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Article IV. Membership Dues

All membership dues shall be paid annually. There shall be the following types of memberships: Individual, Family, and Lifetime. The Board may review and

change the amount of dues no more than once every three years. See Attachment I for current dues.

Article V. Amendments

These Bylaws may be amended at any Annual Meeting by a two-thirds vote of the members present and voting, provided a written proposed amendment has been submitted to the Board at least thirty days prior to the Annual Meeting.

Article VI. Parliamentary Procedure

The latest edition of *Robert's Rules of Order* shall govern the proceedings of this organization unless they are in conflict with the Constitution or these By-laws.

Last revision proposed and approved April 2, 2012.

Attachment I

Membership Dues

Individual	\$10.00
Family	\$25.00
Lifetime	\$50.00

Approved April 2, 2012.