

CONSTITUTUION AND BY-LAWS FOR
FRIENDS OF THE KINGMAN PUBLIC LIBRARY
(Amended March 2006)

ARTICLE I

The name of this organization shall be *Friends of the Mohave County Library-Kingman*.

ARTICLE II

PURPOSE

The purpose of this association shall be to support the educational and literary work of the Mohave County District Library in Kingman, a member of the Mohave County Library District, by promoting a general knowledge of and interest in the Library, by development of cultural programs centered around the Library, by providing financial support, help the Library improve and enrich its resources within the meaning of section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III

OFFICERS AND BOARD

- Section 1. The Officers of this Association shall be: President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- Section 2. All elected Officers must be members in good standing.
- Section 3. Officers shall be elected at the Association's General Meeting held in November each year.
- Section 4. The board shall consist of the five elected Officers, plus the Head Librarian (ex officio) and the appointed Chairpersons of Public Relations and Program Committees, the immediate Past President and any other officers deemed necessary.
- Section 5. Any vacancy on the Board shall be filled by appointment of the Board for the unexpired term, except that a vacancy in the office of President shall be filled by the First Vice-President, and the First Vice-President's office shall be filled by appointment.
- Section 6. Any Officer resigning his/her office shall do so by submitting his/her resignation in writing to the Executive Board.
- Section 7. Any Officer who shall absent himself/herself from three consecutive meetings, regular or executive, without good cause, shall be subject to removal and replacement by the board.
- Section 8. The term of elected officers shall be limited to a maximum of three (3) consecutive years in each office.

ARTICLE IV

OFFICERS AND THEIR DUTIES

- Section 1. The President shall preside at all meetings of the Board and regular meetings of the Association. He/She shall conduct all meetings with the Secretary's and Treasurer's reports, followed by committee reports. He/She shall present all old and new business. He/She shall appoint the Chairperson of all committees and shall serve as ex-officio member on committees except the nominating committee.
- Section 2. The First Vice-President shall assume all the duties of the President in the absence or inability of the President to act. He/She shall also act as Chairperson of the Ways and Means committee and shall help the President as requested.
- Section 3. The Second Vice-President shall be Chairperson of the Membership Committee. He/She shall maintain an up-to-date record of the members including addresses, telephone numbers and e-mail addresses.
- Section 4. The Secretary shall keep a complete record of all the meetings of the Board and regular meetings. It will be the Secretary's duty to keep this file current. He/She shall also handle all official correspondence as directed by the President of the Board.
- Section 5. The Treasurer shall be responsible for keeping and maintaining in proper order all financial records and reports of the Association. He/She shall be responsible for the collection of all dues and the issuance of receipts for same as well as receipts for contributions made to the Association. He/She shall maintain a current inventory of all Association properties. One copy of the above, together with a copy of the Articles of Association, shall be kept on file in the Library. He/She shall furnish a written financial report as directed by the Board and disperse funds as directed by the Board. The financial reports may be audited at the pleasure of the Board. They must be audited during the last month of the fiscal year with all reports returned to the President before the start of the new fiscal year. They must be audited within thirty (30) days of the resignation of the current Treasurer before a newly elected and/or appointed Treasurer takes office.

ARTICLE V

COMMITTEES AND THEIR DUTIES

- Section 1. All Chairpersons and committee members shall be members in good standing. The Standing Committees shall be: Ways and Means, Membership, Public Relations, Program and Nominating.
- Section 2. The President shall have the authority to appoint all standing and special committee chairpersons as required in accordance with these By-Laws.

Section 3. The Committee Chairpersons shall appoint their own committee members. The only exception to this shall be the Nominating Committee. The President shall appoint two members in good standing to serve with the Chairperson of the Nominating Committee.

Section 4. Duties of the Committee Chairperson:

The Ways and Means Committee Chairperson (First Vice-President) shall suggest money-raising projects to the Board for approval, and implement those projects which are approved.

The Membership Chairperson (Second Vice-President) shall suggest ideas for increasing the membership, and provide current up-dated lists of the membership.

The Public Relations Chairperson is responsible for keeping our name, activities and needs before the general public through the various media forms available.

The Program Chairperson shall be responsible for providing an interesting program at each General Meeting.

The Nominating Chairperson shall be responsible for providing a slate of officers to be presented to the November General Meeting for election at that time.

ARTICLE VI

MEETINGS

There shall be a monthly Board Meeting on the 3rd Wednesday of each month unless a change of date is indicated and the Board members are notified. This meeting is open to all Friends members who care to attend.

The General Meeting for the election of Officers and regular business shall be held in November. Members will be notified of the time, exact date, and place of the General Meeting.

ARTICLE VII

FISCAL YEAR

The fiscal year shall commence on January 1 and end on December 31 of each year. upon completion of a fiscal year, an inventory of the Association properties shall be taken and an evaluation made.

ARTICLE VIII

MEMBERSHIP AND DUES

- Section 1. Membership is open to all those interested in the Library who share the purposes of this organization as set forth in Article II.
- Section 2. Dues are payable by March 31 of each year and shall be Five Dollars (\$5) for an Individual membership; Eight Dollars (\$8) for a Family membership; Twenty-five Dollars (\$25) for a Patron; and Fifty Dollars (\$50) or more for a Sponsor.
- Section 3. The amounts as set forth in Section 2 of this Article are subject to review by the membership at large at a General Meeting. This item shall be as voted by a majority vote of the members at a regular meeting of the Association.
- Section 4. A member shall be dropped from membership if his/her dues remain unpaid for three years.