

CONSTITUTION AND BY-LAWS  
FOR  
THE FRIENDS OF THE NEW CARLISLE  
PUBLIC LIBRARY

**ARTICLE I**

**Name**

The name of this organization shall be the Friends of the New Carlisle Public Library.

**ARTICLE II**

**Purpose**

The purpose of this organization shall be to maintain an association of persons interested in books and other information sources, and libraries, in order to focus public attention on the New Carlisle Library's facilities, and needs to encourage the gifts of books, magazines, and other Library materials, desirable collections, endowments, scholarships, and bequests to the Library, to work with the Director and Library Board of Trustees on matters which relate to major development projects, including building programs, to sponsor programs and exhibits, to promote library development and legislation in addition to support policies established by the Board of Trustees.

**ARTICLE III**

**Membership**

Membership in the organization shall be open to all individuals in sympathy with its purpose and representatives of organizations, clubs, and businesses, when such representation is desired in which case dues are paid by the organization.

**ARTICLE IV**

**Officers and Committees**

**Section 1.** The officers shall be a President, Vice-President, Treasurer, Secretary, and Membership Secretary.

The Board of Directors shall consist of the Officers and three to six Board Members. The term of each officer or board member shall be for one year.

**Section 2.** The President shall establish committees and appoint members as needed, each of whom is selected from the membership at large.

**Section 3.** The Board of Directors shall serve as the governing body of this organization. The Library Director may serve as an *ex-officio* member of said Board of Directors, i.e., as a liaison between the Friends of the New Carlisle Public Library, and the New Carlisle Library, and the New Carlisle Public Library's staff and its own Board of Trustees. The Board of Directors of the Friends of the New Carlisle Public Library shall meet at the call of its President.

**Section 4.** A majority of the members of the Board of Directors shall constitute an effective quorum for the transaction of business.

**Section 5.** Reserved

**Section 6.** Each year the President with the Board of Directors' consent will appoint at least a two (2) member Audit Committee in order to examine the organization financial records. The Treasurer may not be named by the President to the Audit Committee.

**Section 7.** Nomination of officers shall be presented by a Nomination Committee of three (3) persons, who are to be appointed by the President with the Board of Directors consent. Said nominations shall be posted publicly and visibly within the New Carlisle Public Library for a period of at least two weeks before the Annual Meeting. Nominations from the floor will be invited during the Annual Meeting, with the stipulation that no one may be nominated without his or her consent.

**Section 8.** The President of the Friends of the New Carlisle Public Library is deemed an *ex-officio* member of all committees with the exceptions of the Nominating Committee and the Audit Committee. The Library Director is also considered an *ex-officio* member of all committees as well, but in the capacity of a non-voting liaison.

**Section 9.** Vacancies arising on the Board of Directors shall be filled by appointments sanctioned by the Board of Directors.

## **ARTICLE V**

### **Meetings**

**Section 1.** This organization shall hold monthly meetings on the second Thursday of each month for the purpose of receiving various reports and enacting any other business brought before it. The organization shall hold its Annual Meeting in December for the express purpose of electing its new officers for the coming fiscal (FY) calendar year. A written notice shall be mailed or e-mailed to each member at least two weeks before the date of the Annual Meeting. In addition a notice of the date, time and place of the Annual Meeting shall be posted in the New Carlisle Public Library at least two weeks prior to said meeting.

**Section 2.** A Special Meeting of the general membership may be called by the President, with the consent of the Board of Directors. The general membership shall be given at least two weeks' notice of the time, place, and agenda of said Special Meeting. A similar notice shall be posted in the New Carlisle Public Library at least two weeks prior to said meeting.

**Section 3.** Only members with paid-up dues will be allowed to vote in the election of officers.

**Section 4.** Meetings shall be open to the public.

## **ARTICLE VI**

### **Dues**

**Section 1.** Dues shall be set by the Board of Directors

**Section 2.** The Fiscal Year (FY) of this organization shall begin on January 1 and end on December 31 of the same year. Annual dues shall be payable for the fiscal/calendar year as specified by the Board of Directors within that time.

## **ARTICLE VII**

### **Funds**

**Section 1.** The Treasurer shall be responsible for maintaining adequate books of accounts, as well as presenting financial reports to the Board of Directors and membership monthly.

**Section 2.** Expenditures of five hundred dollars (\$500.00) or more must be approved by Resolution of the Board of Directors.

**Section 3.** At the November meeting each year, the Treasurer shall present a draft of the proposed budget for the following year for review by the directors. The treasurer shall take into account feedback received during and subsequent to the meeting when formulating the formal budget proposal to be presented and voted on at the Annual Meeting in December.

## **ARTICLE VIII Amendments**

The Constitution and By-Laws of the organization may be amended at any meeting by a two-thirds (2/3rds) vote of members present, provided notice of the proposed Amendment(s) shall have mailed or e-mailed to all members at least two weeks prior to said meeting.

## **ARTICLE IX Parliamentary Authority**

All meetings shall be conducted according to Robert's Rules of Order, Modern Edition, excepting when a conflict may exist or arise with this Constitution and By-Laws, or when in conflict with the Statutes of the State of Ohio Revised Code or the Statutes of the United States of America, United States Code.

## **ARTICLE X Property and Dissolution**

The interest of a member in the property of this non-profit organization is limited to his/her use of it for organization purposes, as proscribed by statutory limitations with the Ohio Revised Code or United States Code. Should this organization be dissolved all of its property not utilized to pay its debts and expenses shall be transferred or conveyed to the New Carlisle Public Library or its successors and assignees.

## **The Friends of the New Carlisle Public Library**

/s/ Bonnie L. McHenry  
President

/s/ Greg Kojola  
Vice President

/s/ William Trost  
Secretary

/s/ Larry Fry  
Treasurer

/s/ Greta Eber  
Membership Chair

/s/ Sarah Anne Rosenbaum  
Public Relations

/s/ June Fry  
Member

/s/ Connie Trost  
Member

/s/ Ryan Wallace  
Member

/s/ Melissa Lopez  
Member

September 13, 2018  
Date Approved

September 13, 2018  
Date Adopted

**The Friends of the New Carlisle Public Library  
Signature Sheet**

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Bonnie L. McHenry  
President

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Date

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Greg Kojola  
Vice President

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Connie Trost  
Member

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Ryan Wallace  
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Melissa Lopez  
Member

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Date