

## **Friends of the Mentor Public Library Constitution and By-Laws**

### **ARTICLE I**

#### **Name**

The name of the organization shall be FRIENDS OF THE MENTOR PUBLIC LIBRARY.

### **ARTICLE II**

#### **Purpose**

The purpose of this organization shall be to:

1. Encourage a close relationship between the Mentor Public Library and the citizens of Mentor, Mentor-on-the-Lake, and environs;
2. Promote knowledge of and focus attention on the functions, resources, services, and needs of the Library;
3. Maintain an association of persons interested in books and libraries;
4. Help develop a program to extend and improve the Library's resources and services;
5. Serve as a liaison between patrons and the Library;
6. Sponsor programs and exhibits;
7. Promote Library sponsored activities;
8. Support Library development and legislation locally, in the State of Ohio, in the United States of America, and in other countries;
9. Encourage the membership to volunteer in the programs supported by the organization and the Library;
10. Assist the Library in maintaining historical records of our community and in providing local news and information;
11. Work with the Director of the Library on matters relating to the Library;
12. Support policies established by the Board of Trustees of the Mentor Public Library;
13. Encourage gifts of books, magazines, desirable collections, endowments, scholarships, and bequests to the Library in ways approved by the Board of Trustees;
14. Work with the Director and the Board of Trustees on matters relating to major development projects, including building programs;
15. Support the Ohio Friends of the Library.

ARTICLE III  
Membership

Section 1: Membership in this organization shall be open to all individuals in sympathy with its purpose, and to representatives of organizations when such representation is desired, in which case dues shall be paid by the organization.

Section 2: Each dues paying membership shall be entitled to one vote, except for family memberships which shall be limited to two votes.

Section 3: The Executive Board may, by majority vote, confer honorary memberships.

ARTICLE IV  
Officers

Section 1: The officers shall be a president, a vice president, a secretary, and a treasurer.

Section 2: Nominations for officers shall be presented at the annual meeting by a Nominating Committee of three, to be appointed by the Executive Board. Additional nominations from the floor will be invited at the annual meeting. No person shall be nominated without his or her consent.

Section 3: Officers shall be elected by a majority of members present at the annual meeting and shall begin their terms immediately following the annual meeting.

Section 4: Vacancies shall be filled by appointment by the Executive Board until the next election at the annual meeting.

ARTICLE V  
Duties of Officers

Section 1: The officers shall have the duties and authority usually exercised by officers of such non-profit organizations.

Section 2: The Vice President shall preside in the absence of the President.

Section 3: The Treasurer shall sign all checks and one officer shall countersign each check issued. In absence of the Treasurer, an authorized Primary Signator shall sign with the countersignature of another officer.

ARTICLE VI  
Committees

Section 1: Standing ad hoc committees may be established to advance the organization's objectives.

Section 2: The chairpersons of the above committees shall be appointed by the President with the approval of the Executive Board.

Section 3: The committee chairperson may report annually summarizing accomplishments of the past year

ARTICLE VII  
The Executive Board

Section 1: The Executive Board shall consist of the officers and the chairpersons of all standing committees. The Director of the Mentor Public Library shall serve as an ex-officio member of the Executive Board.

Section 2: Meetings of the Executive Board may be called at any time by the President, or by any three members thereof, with three days advance notices being given to all members of the Executive Board.

Section 3: A majority of the Executive Board in attendance shall constitute a quorum for the transaction of business.

Section 4: The direction of the affairs of the organization shall rest with the Executive Board, the President serving as Chairperson.

Section 5: In an emergency, two Executive Board members may solicit votes from remaining Board members by telephone or electronic means; to pass the motion this vote must be unanimous. Details of the transaction must be recorded for the Secretary's minutes.

Section 6: The Executive Board shall appoint a three-member audit committee (not comprising of Executive Board members) of professional accountant or certified tax preparer in advance of the annual meeting to audit the Treasurer's accounts.

Section 7: Vacancies arising on the Executive Board shall be filled by appointment made by the remaining Executive Board members.

Section 8: No actively serving Library Board Trustee or member of the Library Staff may hold an office in the Friends of the Mentor Public Library until such trusteeship or employment is ended.

ARTICLE VIII  
Meetings

Section 1: This organization shall hold at least one meeting per year.

Section 2: The annual meeting shall be held in September, on a day to be determined by the Executive Board. Members shall be notified at least two weeks prior to the date of the meeting by written notice posted in the Library, including all branch libraries.

Section 3: The Executive Board may call a special meeting of this organization with three days' notice given by posting a written announcement in the Library, including all branch libraries.

Section 4: All meeting shall be open to the public.

ARTICLE IX

Section 1: Dues shall be paid annually and shall be due the first of January.

Section 2: The various classes of dues shall be:

Junior Membership (18 and under)	\$1.00
Individual Membership	\$5.00
Family Membership	\$10.00
Patron	\$25.00 to \$99.00
Sustaining (Lifetime)	\$100.00 or more

Section 3: Any change in the amount of dues shall be determined by the Executive Board.

Section 4: The fiscal year shall begin on July 1 of each year and end on the last day of June the following year.

## ARTICLE X

### Funds

Section 1: Accurate books of accounts shall be maintained by the Treasurer.

Section 2: No funds shall be disbursed without the written authorization of the Treasurer or President. No funds over \$250 shall be disbursed without the approval of the officers.

## ARTICLE XI

### Amendments

This Constitution and By-Laws may be amended at any meeting of the membership by two-thirds of the dues-paying members present and voting. Members shall be notified of proposed amendments by a written notice posted in the Library and all branches thereof, at least two weeks prior to the meeting.

## ARTICLE XII

### Parliamentary Authority

All meetings shall be conducted according to *Robert's Rules of Order, Revised*, except when in conflict with this Constitution and By-Laws or with the laws of the State of Ohio.

## ARTICLE XIII

### Property and Dissolution

The interest of the members in the property of the organization is limited to its use for organizational purposes. If the organization is dissolved, all property not needed for paying its debts and expenses shall be transferred or conveyed to the Mentor Public Library or its successors, unless otherwise decreed by the laws of the State of Ohio.

Revised and adopted December 11, 2018