

*Original bylaws adopted: May 20, 1997*  
*Revised: May 18, 1999*  
*Computerized: October 22, 2009*  
*Revised: April 26, 2012*  
*Revised: April 20, 2017*  
*Revised: April 30, 2026*

## **BYLAWS OF FRIENDS OF THE TWO HARBORS PUBLIC LIBRARY**

### **ARTICLE I - NAME, PURPOSE**

Section 1: The name of the organization shall be Friends of the Two Harbors Public Library.

Section 2: The Friends of the Two Harbors Public Library is organized exclusively for charitable and educational purposes, more specifically to support library services at the Two Harbors Public Library, and to work with all individuals and groups that are interested in achieving this goal. That work may involve, but is not limited to fundraising for programs or operations, as well as helping promote and conduct activities. Programming includes educational and/or entertaining programs for all ages in all content areas for southern Lake County. Operational funds would allow the library to purchase resource materials, furniture, equipment, and supplies; maintain and improve the facility; and advertise to enhance the operations of our library.

### **ARTICLE II B MEMBERSHIP**

Section 1: Membership in this organization shall be open to all individuals in sympathy with its purposes, and to representatives of organizations and clubs when such representation is desired.

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

Section 3: The annual membership dues shall be determined by the Executive Committee and ratified by the membership at the annual meeting.

### **ARTICLE III B OFFICERS AND COMMITTEES**

Section 1: The officers shall be President, Vice-President, Secretary, and Treasurer. There are no terms limits for officers.

Section 2: The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall be responsible for the day-to-day operations of the organization in the interval between meetings.

Section 3: Officer Duties:

The President shall convene regularly scheduled meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-President, Secretary, and Treasurer.

The Vice-President will chair committees on special subjects as designated by the Executive Committee.

The Secretary shall be responsible for keeping records of the organization including overseeing the taking of minutes at all regular and Executive Committee meetings and assuring that appropriate records are maintained.

The Treasurer shall make a report at each regular meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, file forms and reports pursuant to the nonprofit status, and make financial information available to all members and the public.

Section 4: Resignation, Termination, and Absences. Resignation from the Executive Committee must be in writing and received by the Secretary. An officer shall be dropped for excess absences from the Executive Committee. An officer may be removed for other good-cause reasons by a unanimous vote of the remaining officers.

Section 5: Elections. Officers shall be elected at the annual meeting and begin serving their terms at the close of the annual meeting. If a vacancy arises between annual elections, the Executive Committee may appoint a replacement to serve out the remaining term. At the next quarterly membership meeting, the replacement shall be ratified by a vote of the general membership.

Section 6: Nominations. Nominations for officers shall be presented by a Nominating Committee when the annual meeting is called. Nominations from the floor will be invited; no one shall be nominated without his/her consent.

Section 7: Committees. The Executive Committee may create committees as needed, such as fundraising, program, nominating, membership, etc. The President appoints all committee chairs.

Section 8: Finance Committee. The Treasurer is chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and an annual budget with the Executive Committee, members, and library staff as appropriate.

#### **ARTICLE IV B MEETINGS**

Section 1: This organization shall hold its annual meeting to elect officers, receive annual financial reports, and enact any other business. The membership shall be notified of the annual meeting. The annual meeting is open to anyone, although only paid members may vote.

Section 2: The date, time, and place of the regular annual meeting shall be set by the Executive Committee. The meeting may be held in person or via electronic or distance connections, if conditions warrant.

Section 3: The Executive Committee shall meet when it is deemed necessary by the President or Vice-President.

Section 4: Regular membership meetings shall be held quarterly and are open to anyone, although only members may vote.

Section 5: Additional meetings shall be scheduled by the Executive Committee as needed. Business may be conducted by the Executive Committee or with the membership via electronic means. All decisions or voting conducted via email must be ratified at the next quarterly membership meeting to be properly recorded in the organization's minutes.

Section 6: Five (5) members shall constitute a quorum for the transaction of business.

#### **ARTICLE V B FUNDS**

Section 1: The fiscal year shall be the calendar year. Annual reports are required to be submitted to membership and public showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership and public.

Section 2: The Executive Committee must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Executive Committee. The Executive Committee may approve purchases or expense reimbursement of less than \$500 between quarterly membership meetings as long as there are funds in the budget to cover such payments.

Section 3: No funds shall be disbursed without approval of the Executive Committee. All checks and long-term investments require two signatures, the Treasurer and one other officer.

Section 4: The Executive Committee shall appoint a qualified outside reviewer, not an officer, to review the Treasurer's books annually. The review committee shall include the reviewer, Treasurer, and at least one other officer. The annual review of the previous year's financial records shall be presented to the general membership at the annual meeting.

#### **ARTICLE VI B AMENDMENTS**

The Bylaws may be amended at any regular meeting of this organization by two-thirds of the members present, provided that the members were previously notified by phone, mail, or electronic

means.

These Bylaws were approved at an organizational meeting of the Friends of the Two Harbors Library on May 20, 1997.

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