

CONSTITUTION AND BY-LAWS
OF FRIENDS OF THE ADA PUBLIC LIBRARY
Approved by the Membership - March 2014

ARTICLE I – NAME

The name of this association shall be: FRIENDS OF THE ADA PUBLIC LIBRARY (FAPL).

ARTICLE II – PURPOSE

The purpose of this association shall be to cooperate with and support the Board of Trustees, Library Director, Staff, and Library Volunteers.

- To stimulate increased community awareness and resulting use of the Library. To communicate the needs of the community to the Library staff and trustees.
- To engage in fund raising efforts to meet specific needs of the Library and provide additional financial support enhancing library funded programs. To sponsor and/or support Library and community activities.
- To promote special Library programs and events.
- To encourage volunteer participation in Library activities.

ARTICLE III – MEMBERSHIP

1. All persons (and representatives of organizations and clubs when such representation is desired) who are interested in promoting the purposes of this association are eligible for membership.
2. Each individual and organizational member shall be entitled to one vote.

ARTICLE IV – OFFICERS

The officers of the association shall be a President, a Vice President, a Secretary, and a Treasurer. They will be referred to as the EXECUTIVE COMMITTEE.

1. Nominations – A slate of officers of this association shall be presented by the membership committee to the general membership annual meeting.
2. Elections – Officers shall be elected by a majority vote of those present at the annual meeting.
3. Term of Office – The term of office shall be for one year, and shall begin immediately following the Annual meeting.

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- Vacancies shall be filled by appointment of the Executive Committee to serve until the next regular election.

4. Duties of Officers

A. The President shall:

- Preside at all meetings
- Ensure that officers and members perform their duties

B. The Vice President shall:

- Assist the President in whatever capacity is needed

C. The Secretary shall:

- Record the minutes of the general membership
- Attend to the official correspondence of the association

D. The Treasurer shall:

- Receive and keep account of all monies
- Prepare a Treasurer's Report for all meetings and year-end accounting including preparing necessary Tax and information returns
- Deposit monies in the association's bank account
- Write checks as authorized by the Executive Committee

5. Resignation of Officer(s) – Shall be made to the Executive committee in writing 15 days prior to their next scheduled meeting. Then the position shall be considered open and a successor appointed in accordance with this constitution.
6. A list of possible committees that will be appointed by the executive committee on an as needed basis: Local History, Membership, Outreach, Publicity, Refreshments, Special Projects. Such other committees, as may be necessary from time to time, shall be appointed by the president.
7. Nominations for officers shall be presented by the membership and voted on by the members present at the annual meeting. Nominations shall be collected by email for at least two weeks before the annual meeting. At the annual meeting, nominations from the floor will be invited; no one shall be nominated without his or her consent. Voting will occur by the members present after nominations have closed at the annual meeting.

ARTICLE V – MEETINGS

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1. The annual meeting will be the first meeting of the fiscal year and held for the purpose of election of officers, to receive various reports and to enact any other business. A notice shall be mailed (or emailed) to each member at least two weeks before the date of the meeting. Notice of the day, time and place of the annual meeting shall be posted in the library or on the library's website at least two weeks before the meeting.
2. A special meeting of the general membership may be called by the president when needed. The membership shall be given at least two weeks notice of the time, place, and subject of any such special meeting. A similar notice shall be posted in the library at least two weeks before the meeting.
3. All meetings shall be open to the public.

ARTICLE VI – LIAISON WITH BOARD OF TRUSTEES

One member in good standing shall be appointed by the Executive Committee as a representative to the Board of Trustees, and shall present a report at the Board meetings and prepare a Board report to present to the next meeting.

ARTICLE VII – DUES AND FUNDS

1. Dues will be set by the Executive Committee from time to time.
2. The fiscal year of this organization shall begin on January 1 of each year and end on December 31 of the same year. Annual dues shall be payable for the year as specified. However, dues taken (new or renewals) between the Harvest and Herb festival and December 31 shall count towards the following fiscal year's dues.
3. No fund shall be disbursed without the written authority of the president and treasurer.

ARTICLE VIII – AMENDMENTS

Amendments to the Friends of the Ada Public Library Constitution may be proposed by any member at any annual or special meeting. If seconded, the proposed amendment may be approved at the next annual or special meeting by 2/3 (two-thirds) vote of members present, provided that notice of the proposed amendment(s) shall have been mailed (or emailed) to all members at least two weeks before the said meeting. A written notice of the proposed amendment(s) shall also be posted in the library or on the library's website at least two weeks before such meeting. Absentee ballots will be made available to the membership.

ARTICLE IX – DISSOLUTION

If for any reason, the organization is dissolved, custodianship of all assets shall revert to the Ada

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Public Library. Dissolution of the organization shall commence:

- A proposal by the Executive Committee
- Written notice to the general membership with a thirty (30) day notice of a meeting to vote upon dissolution. Votes in writing will be accepted by members in good standing. Upon a vote for dissolution, the President and Treasurer will notify the IRS to dissolve the 501(c)(3), if applicable.
- Upon payment of all fees and debts occurred by the organization, the Treasurer will turn over any monies to the Ada Public Library General Fund.