

Friends of The Colony Public Library

The Colony, Texas

CONSTITUTION AND BYLAWS

As Amended 4/30/2022

ARTICLE I: Name

The name of the organization is Friends of The Colony Public Library (hereinafter referred to as the organization).

ARTICLE II: Purposes

The Friends of The Colony Public Library is a non-profit organization in accordance with section 501 (c) (3) of the Internal Revenue Code. The purpose of the organization is to promote The Colony Public Library as a cultural and educational asset to the community and to raise funds to enhance the programs and services offered by the Library. The organization supports the work of the Library and staff and is not involved in decision making for the Library and its operation.

ARTICLE III: Membership and Dues

- Section 1. Membership is open to any individual, organization, or business interested in supporting the Purposes of Friends of The Colony Public Library.
- Section 2. Membership dues, benefits, and membership levels will be created and approved by the Executive Board annually with approval of the general membership at the Annual Meeting.

ARTICLE IV: Officers and Their Election

- Section 1. All officers will be a member of this organization.
- Section 2. The officers will consist of a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer.
- Section 3. No officer will hold more than one elected office at the same time.

Section 4. Officers will be elected by ballot at the Annual Meeting for a term of one year or until a successor is elected. However, if there is only one nominee for an office, election for that office will be by voice vote.

Section 5. No officer will serve in the same office for more than five consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 6. Nominating Committee.

a. The officers will be nominated by a committee to be chosen by the Executive Board. Nominations for office may be made from the floor, provided the consent of the nominee has been obtained before the nomination is made.

b. The Nominating Committee will be appointed no later than March 1.

Section 7. Vacancies:

a. Vacancies are filled for the remainder of a term by the Executive Board.

b. In case a vacancy occurs in the office of president, the first vice president shall serve notice to the Executive Board of the election.

ARTICLE V: Duties of Officers

Section 1: The President will:

a. preside over all meetings of the organization.

b. be authorized to sign on bank accounts (two of three authorized signatures will be required on all checks).

c. be a member ex-officio of all committees except the nominating and audit committees.

d. prepare the annual report to be presented at the Annual Meeting.

e. call special meetings as needed.

Section 2: The First Vice President will:

a. be the chairperson of the Membership Committee.

b. preside in the absence of the President (in their designated order).

- c. maintain all membership records.
- d. coordinate the membership campaign.

Section 3: The Second Vice President will:

- a. be the chairperson of the Fund-Raising Committee
- b. preside in the absence of the President (in their designated order).
- c. maintain all fundraising records.
- d. coordinate the fundraising campaign.

Section 4. The Secretary will:

- a. record the minutes of all meetings of the organization.
- b. retain copies of the minutes of the organization.
- c. notify members of all regular and special meetings.

Section 5. The Treasurer will:

- a. have custody of all of the funds of the organization.
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years.
- c. make disbursements in accordance with the budget adopted by the organization.
- d. sign on bank accounts (two of three authorized signatures will be required on all checks).
- e. present a financial report at every meeting of the organization and as requested by the Executive Board or the general membership.
- f. make a full report at the annual meeting.
- g. submit books to the audit committee as requested.

Section 6. All officers will:

- a. attend all meetings of the organization.
- b. perform the duties outlined in these bylaws.

- c. deliver to their successors or the president all records and other materials belonging to their office within fifteen (15) days following the date at which their successor is elected.

ARTICLE VI: Executive Board

Section 1: The Executive Board will consist of:

- a. the officers of the organization
- b. the chairmen of standing committees
- c. the Library Director

Section 2: The duties of the Executive Board will be to:

- a. to manage the affairs of the organization in the interval between general membership meetings.
- b. appoint an audit committee consisting of at least three members, who are not authorized signers, at least seven (7) days before the Annual Meeting, to audit the treasurer's accounts.
- c. create standing and special committees.
- d. fill vacancies of officers and chairmen.
- e. prepare and submit a budget for the year to the general membership for adoption.

ARTICLE VII. Standing Committees

Section 1. Only members of the organization will be eligible to serve in any elected or appointed position.

Section 2. The Executive Board may create standing and special committees to promote the Purposes and carry on the work of the organization. The term of each chairman will be one (1) year or until the selection of a successor.

- Section 3. No Committee Chairman will serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- Section 4. Outgoing standing committee chairmen will deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successor is appointed.
- Section 5. The president of the organization will be a member ex-officio of all committees except the nominating and audit committees.
- Section 6. The quorum of any committee shall be a majority of its members.
- Section 7. The Standing Committees will consist of: Newsletter, Publicity, Website Management, Programs, and Historian.
- Section 8. The duties of Standing Committee Chairmen are detailed in the Standing Rules of this organization.

ARTICLE VIII: Fiscal Year and Meetings

- Section 1. The fiscal year will be from May 1 through April 30.
- Section 2. Executive Board meetings will be held monthly at a date determined at the beginning of the fiscal year. Additional meetings of the Executive Board may be called by the President of the organization
- Section 3: General Membership meetings will be held at least twice a year. The Annual Meeting is a general membership meeting.
- a. The Annual Meeting will be held before or on April 30.
 - b. The Annual Meeting will be the election meeting.
 - c. The Annual Meeting will be for the presentation of annual reports of officers and chairmen of committees and the audit committee.

- d. General Membership meetings may be called at the request of the Executive Board or upon written request of three (3) members.
- e. Notice of all General Membership meetings shall be posted in The Colony Public Library and on all active media outlets maintained by the organization.

ARTICLE IX: Quorum

Section 1. Seven (7) members shall constitute a quorum at a General Membership Meeting, provided two officers are present.

Section 2. A majority of the officers and standing committee chairmen of filled positions will constitute a quorum at an Executive Board Meeting. A majority is defined as 50% + 1.

ARTICLE X: Funds

Section 1. All donations received may be used for any purpose consistent with the Purposes of this organization.

ARTICLE XI. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

ARTICLE XII. Amendments

These bylaws may be amended at any General Membership Meeting by a two-thirds vote of the members present and voting, provided a written, proposed amendment signed by two members has been submitted to the Executive Board, and in turn posted by the Secretary in The Colony Public Library at least fifteen (15) days prior to that meeting.

Amended on 4/30/2022

Standing Rules

The purpose of standing rules are to explain the details of the administration of the organization, and the interpretation of the bylaws. Standing rules, unlike bylaws, can be suspended by a majority vote of the Executive Board for a designated period.

1. A minimum of 50% of all book sale profits will be designated to the purchase of new library materials for the Library's collection.
2. The Newsletter Chair will produce 4 newsletters over the year in January, April, July, and October.
3. Officers can serve longer than 2 terms in the event there are no interested nominees.
4. Procedures on how to vote via Zoom or if email voting is allowed.
5. Virtual Meetings may be held in the event in-person meetings are not possible.
6. Standing Committees will consist of:
 - a. Newsletter
 - b. Social Media
 - c. Website
 - d. Historian
 - e. History Committee Liaison