

Bylaws for the Friends of the Allen Public Library

I. Meetings and Elections - Board members are expected to attend all meetings.

- A. Board meetings will be held no less than quarterly, or as often as monthly, as determined by the board. Date and time are determined by the board.
- B. Elections for officers will be held yearly, in April or May.
- C. Officer positions will be held for two years per term. Officers must be reelected for future terms, but they are only eligible if their candidacy is approved by a two-thirds majority of the board. There are no term limits. Votes for return officers will be conducted as a blind ballot vote.
 - 1. President and treasurer are elected in even numbered years.
 - 2. Secretary and VP elected in odd numbered years.

II. Budget and Finance

- A. The President, Vice President, and Treasurer's signatures shall be on file with the bank for signing checks and issued by Friends of the Allen Public Library. In the absence of any of these Board Officers, other Chairs may be appointed as signers.
- B. All checks over \$200 MUST have two signatures from any of the above-mentioned officers/chairpersons.
- C. No Board member shall sign a check issued to themselves.
- D. Friends will reimburse Committee members for necessary, appropriate, and approved out of pocket expense-related costs. Committee members are expected to exercise good judgement when incurring such costs. A completed disbursement voucher, including itemized receipts, must be provided to the treasurer to receive reimbursement. Committee members will be provided a Friends Tax Exemption certificate prior to purchasing items as no sales tax paid will be reimbursed.
 - 1. Meals/Food Guidelines - Meal expenses will only be reimbursed for special guests at these pre-approved rates (including tips); Breakfast \$12; Lunch \$15; Dinner \$25. Any amounts over that must be approved by at least two Board members. A completed disbursement voucher with itemized receipts must be provided to the Treasurer for reimbursement. The Friends host as well as other attending members will not be reimbursed for their personal expenses. Alcoholic beverages will not be reimbursed nor will any sales tax related costs.
 - 2. The Budget Committee will provide a proposed budget to be voted on annually in May.

III. Board Positions and Descriptions

A. President - Shall be elected by the general membership to direct affairs of the organization in cooperation with the other members of the executive board.

1. Plans all Friends meetings.
2. Follow up on action items and decisions made by the board.
3. Set goals with the board.
4. Sits on all committees as an ex-officio member.
5. Attends endowment board quarterly meetings.

B. Vice President - Will work closely with the President to execute the vision of the Friends and will preside in the absence of the President.

1. Recruits a Nominating Committee Chairman in January.
2. Solicits nominations for the Lifetime Friend Award from the general membership of the Friends of the Library.
3. Solicits nominations for the Outstanding Friend Award from the executive board.
4. Solicits nominations for the Outstanding Volunteer Award from the executive board.

C. Secretary - Will take minutes at all Friends meetings and post them within one week following the meeting.

1. Maintains an archive of Friends documents in Google Drive related to the minutes, updated member rosters, and necessary board resources
2. Keeps board roster current and distributes as needed.
3. Orders new name badges for new board members.

D. Treasurer - Will adhere to the Friends of the Allen Public Library Financial Policy.

1. Organizes the annual budget with the guidance of the board; sits on the Budget Committee.
2. Keeps financial books in order and up to date.
3. Creates a monthly financial report for each board meeting.
4. Processes monies collected (Ongoing Book Sale, Membership, donations, etc.) and makes deposits.
5. Writes checks for reimbursements and coordinates money needs at Friends events.
6. Prepares and files necessary tax forms annually.

IV. Chairs and Coordinators

A. Program Coordinator and City Liaison

1. Works closely with Bach to Books Coordinator to distribute information through various social media outlets and information channels.
2. Assists the Cultural Arts and Marketing Coordinator of the Allen Public Library with events as needed.
3. Works with committee volunteers to greet guests at the programs and answers questions about Friends and hand out information.
4. Sends weekly updates to current friends members through email blasts.

B. Media Chair(s)

1. Coordinates the distribution of Friend's news and information among the following subcommittees:
 - a) Newsletter: Produces and distributes the Friends of the Library Newsletter on the 1st of every month. Contacts library and city liaisons to include local events.
 - b) Social Media: Ensures the Friends' Facebook information is current. May solicit and oversee volunteers to manage social media.
 - c) Website: Keeps the Friends' website up-to-date and accurate.

C. Community Liaison Chair

1. Builds strategic relationships between community groups and the Friends.
2. Represents the Friends at meetings of community groups on a regular basis (i.e. Allen Arts Alliance, Endowment Board)
3. Organizes Friends' participation in community activities.
4. Reports to community organizations and relevant information from the Friends, reports to the Friends on what is happening with organizations, and coordinates any duties the Friends have in relation to organizations.
5. Coordinates the Annual Candidates Forum for local candidates in April.

D. Hospitality Coordinator

1. Coordinates staff appreciation events (i.e. Library Week)
2. Coordinates receptions for special events held at the Library.
3. Solicits volunteers and donations and or purchases needed supplies as budgeted.
4. Gives report at Board meeting following events.

E. Membership Committee Chair

1. Maintains membership and volunteer database.

2. Coordinates membership efforts and periodic membership campaigns.
3. Sends out renewal reminders.
4. Friends Membership is for one year, paid annually, and includes the monthly Friends newsletter, *Between the Pages*
5. Friends Membership Levels are:
 - a) Bookworm - \$10-\$19.99 annually, one coupon for a free book at the Book Sale and a subscription to our monthly newsletter, *Between the Pages*.
 - b) Book Lover - \$20-\$49.99 annually, includes Bookworm benefits plus two free books from the Friends Book Sale at the library.
 - c) Bibliophile - \$50-\$99.99 annually, includes all of the above plus three free books from the Friends Book Sale at the library.
 - d) Patron - \$100-\$199.99 annually, includes all of the above plus personal invitations to special programs hosted by the Friends.
 - e) Benefactor - \$200 annually, includes all of the above plus a bookplate with your name in a new book at the library.

F. Ongoing Book Sale Chair

1. Coordinates Ongoing Book Sale Volunteers in the process of the book and media donations received as well as organizing and stocking shelves in the sale areas.
2. Collects and counts monies collected from Ongoing Book Sale and special sales, and delivers to the Treasurer for counting and deposit.

G. Volunteer Coordinator

1. Maintains master database of Friends volunteers.
2. Passes new volunteer information to appropriate chairpersons.

H. ALLEN Reads/Author Series Coordinator

1. Chairs the regular meetings of the ALLEN Reads/Author Series Committee. The Coordinator:
 - a) Oversees the Speaker Selection Committee who will review and evaluate possible speakers for the program. Members of this committee include library personnel and community volunteers.
 - b) Keeps track of the budget and finances of this program and coordinates with the Friends of APL Treasurer.
 - c) Responsible for the research of and applications to businesses, individuals, grants and community partners for the funding of this series. All funding requests need to be approved by the Friends of APL Board to avoid conflicts.

- d) Coordinates all publicity with the Media Chair(s) of the Friends.
- e) Represents ALLEN REads/Author Series committee at Friends of APL events that include but are not limited to: Writers Workshops, Book Festivals, and other outreach events hosted by the Friends.
- f) Recruits Volunteers to assist with related activities.

V. Special Committees

A. Awards Committee

1. Volunteer of the Year Award - Nominations are recommended by the Volunteer Chair and voted on by the Board and presented at the volunteer appreciation event in the Fall at the annual Volunteer Appreciation Gathering. This will be a person who has gone over the above in their volunteer responsibilities in helping Friends and the Library through the year. They must be a Friends' member. Recipients will be presented a certificate and small gift of appreciation.
2. Outstanding Friend Award - Nominations are solicited with the award presented in volunteer appreciation event in the Fall. Recipients are chosen by a Board Committee chosen by the President and shall receive a framed certificate and a book dedicated to the Library and literacy in the community.
3. Lifetime Friend Award - Nominations are solicited in, presented with the award at the volunteer appreciation event in the Fall. This will be a person, or persons, who has dedicated many years and much time and effort in promoting and supporting the Allen Public Library and literacy in the community.

B. Audit Committee

1. Appointed by the President in March and approved by the board members in April.
2. Audit will be conducted expediently after fiscal year end.
3. Audit reports will be presented for approval at the Board meeting following the end of the fiscal year.

C. Budget Committee

1. Composed of the Treasurer, President, and at least one other Board member.
2. Meets at the end of March or early April to prepare a new budget for presentation in the April Board meeting. Annual budgets begin on May 1st

D. Historian

1. Keeps and maintains a collection of files of Friends photos, articles, and other mementos.

E. Nominating Committee

1. Appointed by the board in January to recruit nominees and submit a slate of candidates to the board in February or March for the annual election in April.

VI. Amendment Process

- A. Amendments to these bylaws may be proposed by any member of the Board.
- B. Proposed amendments must be submitted in writing to the Secretary and distributed to all Board members at least 14 days prior to the meeting at which the amendment will be considered.
- C. Proposed amendments will be presented and discussed at a Board meeting at which a quorum is present.
- D. Adoption of an amendment requires an affirmative vote of two-thirds of the Board members present and voting, provided a quorum is present.
- E. Amendments approved by the Board will become effective immediately unless a different effective date is specified in the amendment.
- F. The Secretary will maintain the current approved version of the bylaws and record the date of adoption and date of each subsequent amendment.

VII. Miscellaneous Notes

- A. Honorarium - For board members who have served longer than one year, a book will be donated to the library in their honor when they depart the board.
- B. Procedure - Any process not clearly outlined in these bylaws will be conducted in difference to Robert's Rules.
- C. Quorum - For board meetings, quorum is met when one more than half of the board members are present. For general meetings, 15 people meet quorum.