

CARBON COUNTY LIBRARY FOUNDATION, INC.

BYLAWS

Article I

Name

The full legal name of the Foundation shall be the Carbon County Library Foundation, Inc. hereinafter referred to as "the Foundation".

Article II

Natura

The Foundation shall be a nonprofit corporation. Articles of Incorporation shall be continuously on file in the office of the Secretary of State. The Foundation shall follow all laws, rules and regulations of Section 501 (c) (3) of the Internal Revenue Code for educational organizations.

Article III

Purposes

The Foundation shall exist and be built up for the following purposes:

1. To encourage gifts, endowments and memorials for the Carbon County Library System.
2. To administer funds given through gifts, endowments and memorials, or proceeds from fund raising activities and the sale of donated items.
3. To provide direct financial assistance to the Library System by purchasing special, unusual, or much-needed items; by subsidizing desirable staff-related activities; or by fulfilling the specified desires stated for specific endowments or memorials. The principle of Foundation endowment funds may not be used for ordinary library operating expenses.

4. To sponsor programs designed to add to the cultural life of the community.

Article IV

Organization and Control

Section 1. Board of Directors

The Board of Directors hereinafter referred to as "the Board" shall consist of not fewer than thirteen (13) and not more than twenty-five (25) members representing the various communities throughout Carbon County.

Should the number of members fall below thirteen (13), new members shall be actively recruited immediately.

The Library Director and at least one member of the Carbon County Library Board of Trustees shall serve as ex officio members of the Foundation Board.

Section 2. Terms of Members

Interested persons shall be encouraged to become members of the Board for at least one year. Members shall serve on the Board without compensation and with no restrictions or limit to number of years they may serve. Members are encouraged to remain on the Board as long as they are interested.

Section 3. Meetings of the Board

There shall be an Annual Meeting in July, at a time and place designated by the Board, in order to elect officers and approve the fiscal year budget.

Meetings for the transaction of Foundation business shall be held at noon on the second Tuesday of each month at a place to be announced and at such other times as the Board may deem necessary.

All proceedings of the Board shall be governed by its own policies, Wyoming Statutes and Robert's Rules of Order, Revised.

Section 4. Officers

There shall be elected a President, Vice President, Secretary and Treasurer. The Board may obtain the services of a bookkeeper/financial officer as needed. Elections shall be held at the Annual Meeting in July.

Officers shall be elected by the Board for a term of three years beginning upon election by a majority vote. Terms of office shall coincide with the fiscal year. Officers may be reelected. To insure continuity, terms shall be staggered with no more than 2 (two) officers elected each year, except in the case of vacant offices.

Should a permanent vacancy occur in the office of the President, the Vice President shall assume that office until the end of the term. Other permanent vacancies shall be filled until the end of the current term by election at the next monthly meeting.

Section 5. Duties of Officers

The President shall preside over and conduct meetings, and shall appoint all committees and be an ex officio member thereof.

The Vice President shall perform the duties of the President in the absence of the President.

The Secretary shall keep a list of the membership, record attendance at all meetings, take and retain the minutes of all meetings, and conduct the correspondence of the Foundation.

The Treasurer shall maintain and retain the financial records of the Foundation.

Section 6. Quorum

A quorum shall be three (3) members of the Board.

Section 7. Fiscal Year

The Foundation Fiscal Year shall be from July 1 through June 30.

Article V

Income and Expenditure

Section 1. Income

Income to the Foundation shall not at any time be county taxes or other public monies budgeted for the Carbon County Library System General Fund. Income must at all times be kept separate from such taxes and monies. Income will generally consist of the following:

1. Gifts including books, endowments and memorials which may be unencumbered or encumbered by the donor. The Board shall strictly adhere to any stipulations encumbered by the donors of gifts, endowments and memorials.
2. Proceeds from fund raising activities approved by the Board.

Section 2. Expenditures

The Board shall be the sole authority for making disbursements from the Foundation, usually, though not necessarily, upon recommendation by the Library Director or Library Board.

The Board is completely autonomous in deciding for what purposes funds from the Foundation may be disbursed, in accordance with the purposes of the Foundation set out in Article III above.

Section 3. Procedures

A. Receipt of funds

1. Donations may be made by check or in cash. Checks should be made payable to the Carbon County Library Foundation, Inc. All donations should be properly acknowledged by a formal receipt, pre-numbered, together with a letter of thanks.
2. Other receipts should be recorded in a pre-numbered receipt book.

3. All monies shall be deposited in investments with Carbon County banks or with the Wyoming State Library Acquisition Account.

B. Disbursements of funds

1. Proposed disbursements shall be presented to the Board at a regular monthly meeting in written form by the Library Director or the Foundation Treasurer.

2. Anticipated expenses requiring use of the credit card should be pre-approved at a regular foundation meeting or by a consensus of the officers.

3. The Board's approval of the expenditure shall be recorded and a voucher signed by one (1) or more Board members.

4. A warrant signed by two (2) Board members will then be issued from the appropriate account.

C. Bookkeeping

1. Receipts and disbursements shall follow the state retention guidelines established for county libraries.

2. The accounts shall be balanced upon receipt of bank statements and the statements shall be filed in chronological order.

3. All transactions of the Foundation shall be examined yearly by qualified private examiners.

Article VI

Amendments

Following presentation in writing during at least two (2) consecutive regular or special meetings thereof, these by-laws may be amended by a majority vote of all members of the Board present.

Adopted 1/12/79, amended 3/14/95, 6/17/98, revised 7/13/04, amended 8/15/06, amended 3/11/08, amended 5/12/09