

**By-Laws**  
**Friends of South Congaree - Pine Ridge Branch Library**

**Article I**  
**Location – Name –Address**

**Section 1 – Name**

The name of the organization shall be **Friends of South Congaree - Pine Ridge Branch Library.**

**Section 2 – Location**

The organization shall be located in, but not limited to, the Town of South Congaree.

**Section 3 – Address**

The physical address of the library is 200 Sunset Dr., West Columbia, SC 29172 and the mailing address for the Friends of South Congaree - Pine Ridge Branch Library is the same.

**Article II**  
**Purpose – Donations – Benefit – Dissolution**

**Section 1 – Purpose**

The purposes of the Friends of South Congaree - Pine Ridge Branch Library shall be, but are not limited to:

- a. Promoting interest and assisting the library staff as/when needed.
- b. Encouraging growth and the use of the library
- c. Supplementing the library by raising funds for special projects, programs and/or events.
- d. Keeping the citizens informed of special projects, programs and/or events.

**Section 2 - Donations**

The monies raised by the Friends of South Congaree - Pine Ridge Branch Library shall be donated to and administered by the Friends of South Congaree - Pine Ridge Branch Library to meet the library's mission through programs and events.

**Section 3 – Benefit**

The Friends of South Congaree - Pine Ridge Branch Library shall not be conducted or operated for profit and no part of any profits, or remainder, or residue from dues or monetary donations are to be used in any way to benefit any Friends member, business or individual unless it meets the library's purpose.

For the benefit of supporting and acknowledging the hard work and efforts of the library staff, personal gifts, and acknowledgements to the staff in recognition of holidays and personal staff member's birthdays are encouraged. The amount and type of any special gift is to be determined by representative Board approval annually.

**Section 4 – Dissolution**

Upon the dissolution of this organization the Friends of South Congaree - Pine Ridge Branch Library, assets remaining after payments(s), or provision of payments, all its debts and liabilities of this organization shall be bestowed to the Lexington County South Congaree / Pine Ridge Branch Library.

## Article III Membership

### Section 1 – Membership

Membership in the Friends of South Congaree - Pine Ridge Branch Library is open to any person or organization interested in supporting the activities and programs of the Friends. Members of the Friends of South Congaree - Pine Ridge Branch Library must be in good standing with the Lexington County Library System's Code of Conduct.

Members of the Lexington County Library Board and Library Staff are encouraged to be members of the Friends of South Congaree - Pine Ridge Branch Library but are not eligible to be officers of the organization. The Branch Manager of the South Congaree - Pine Ridge Branch Library is designated to be an ex-officio member of the Friends' Board of Directors, without vote.

Membership fees are payable annually, beginning January 1 of each calendar year. The fee will be determined at the discretion of the Board of Directors annually.

### Section 2 – Categories

Membership categories shall be set by members present at general meetings and may be modified by the Board of Directors.

Categories are:

- a. **Family** – a unit consisting of people living in the same household.
- b. **Individual** - Any person over 18 years of age
- c. **Local Business** – businesses within Lexington County

### Section 3 – Charter Members

A Charter Member is any member who has worked to organize and/or attended meetings of origination and being among the first to join the Friends of the South Congaree - Pine Ridge Branch Library.

### Section 4 – Lifetime Membership

Lifetime Membership may also be awarded by the Board of Directors and/or upon the recommendation of a member(s) generally in consideration of services rendered or donations (monetary or non-monetary) made.

### Section 5 – Honorary Membership

Honorary Membership may also be awarded by the Board of Directors and/or upon the recommendation of a member(s) generally in consideration of services rendered or donations (monetary or non-monetary) made.

## Article IV Meetings

### Section 1 – Meetings

Morning meetings shall be held regularly each month on the fourth Thursday at 10:30 am. Evening meetings shall be held quarterly on the 4th Tuesday evening of the months of January, May, August, and October at 6:45 pm. Meetings shall follow the above schedule unless members are notified otherwise. *Roberts Rules of Order* shall be used for any point of order. All attendees of the Friends of South Congaree - Pine Ridge Branch Library meetings must be in good standing with the Lexington County Library Systems Code of Conduct.

**Section 2 – Special Meetings**

Special meetings of the membership may be called by action of the Board of Directors or upon written request by ten (10) percent of the membership. All members of the SCPR Friends group must be notified at least 24 hours before the meeting. A special meeting may be held in a private home, library, or other public place. A meeting with voting privileges may also be held via the Internet through various computer or digital applications.

**Section 3 – Meeting Notification**

The secretary shall notify the members of the date, time and place of a General or Special Meeting.

**Section 4 – Quorum and Voting Privileges**

A quorum shall consist of members in attendance at meetings who are current with membership dues and are in good standing with the organization.

**Section 5 - Order of Business:**

The order of business for General Meetings and Board of Directors Meetings shall be as follows:

- Call to Order
- Opening Prayer
- Roll (or passing of the sign-in sheet)
- Minutes of Last Meeting
- Treasurer’s Report
- Social Media Report
- Lexington County Library Board Member
- Library Branch Manager
- Report of Friends President
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

**Article V**  
**Officers**

**Section 1 – Officers**

The officers for the Friends of South Congaree – Pine Ridge Branch Library shall be: President, Vice-President, Secretary, Treasurer, and Social Media/Advertising Officer.

**Section 2 – Job Descriptions**

**Board of Directors**

**General Duties:**

The Board of Directors shall include but not be limited to President, Vice-President, Secretary, Treasurer, Social Media Officer and two (2) members at large.

Board Officers are elected in December from membership present and serve a two (2) year term starting in January. Terms of service will be on a rotating cycle with President, Secretary, Social Media Officer

and one (1) Board Member elected in the even numbered years. Vice President, Treasurer and one (1) Board Member will be elected in the odd numbered years.

If a Board Officer misses more than four (4) consecutive meetings, that office will be declared vacant and a special election will be held to fill the position.

General management of the Friends of South Congaree - Pine Ridge Branch Library affairs shall be entrusted to the Board of Directors.

**Board of Directors Duties:**

Board of Director's positions will be classified as Board Member #1 and Board Member #2. Board Member #1 will be elected in the even numbered year. Board Member #2 will be elected in the odd numbered year.

Attend all General Meetings, Special Meetings, and all Board Meetings.

Participate in decisions to create and/or terminate a committee(s).

Participate in the decision to select those who will serve on the committee(s).

Discuss, research, and act on matters affecting the Friends of South Congaree - Pine Ridge Branch Library.

Participate in responding to correspondence addressed to the South Congaree - Pine Ridge Branch Library. Seek outside council if needed.

**President**

**General Duties:**

The President is elected in December from the membership present and serves a two (2) year term starting in January. The President's position will be open for election in even numbered years.

The President shall preside at all meetings of the Friends of South Congaree - Pine Ridge Branch Library and of the Board of Directors. The President shall have the duties and powers normally inherent to the office of President in addition to those particularly specified in the By-Laws.

The President is a member of the Board of Directors, and therefore has those additional duties.

The President may vote on all motions before the General, Special called, and Board of Directors Meetings.

**President Duties:**

Lead the Friends of South Congaree - Pine Ridge Branch Library in the direction that meets the purpose of the Friends organization (Article II Section 1).

Attend and preside over all General Meetings, Special Meetings, and Board of Directors Meetings.

Give, as part of the President's Report, a report of the Board of Directors Meetings at the General Meeting.

Act as moderator during discussion.

Ensure that every member is heard.

Ensure that the order of business described in the By-Laws is followed.

Act as the representative of the Friends of South Congaree - Pine Ridge Branch Library when directed by the membership or Board of Directors.

Solicit nominations from the membership for vacant chair(s) or positions of office.

### **Vice-President**

#### **General Duties:**

The Vice-President is elected in December from the membership present and serves a two (2) year term starting in January. The Vice-President's position will be open for election in the odd numbered years.

The Vice-President shall have the powers and exercise the duties of the President in case of the President's absence.

The Vice-President is a member of the Board of Directors and therefore has those additional duties.

The Vice-President may vote on all motions before the General Meetings, Special Meetings, and Board of Directors Meetings.

#### **Vice-President Duties:**

Attend all General Meetings, Special Meetings, and Board of Directors Meetings.

Act as the representative of the Friends of South Congaree - Pine Ridge Branch Library when the President is unable to do so.

Present recommendations to the Friends of South Congaree / Pine Ridge Branch Library and the Board of Directors when warranted.

### **Secretary**

#### **General Duties:**

The Secretary is elected in December from the membership present and serves a two (2) year term starting in January. The Secretary's position will be open for election in even numbered years.

The Secretary may vote on all motions before General Meetings, Special Meetings, and Board of Directors Meetings.

The Secretary is a member of the Board of Directors and therefore has those additional duties.

#### **Secretary Duties:**

Keep a record of all General Meetings, Special Meetings, and Board of Directors Meetings and all matters of which a record shall be ordered by the Friends of the South Congaree - Pine Ridge Branch Library.

Keep (hold) a copy of all committee meeting records.

Take/type/distribute complete minutes of:

- a. Board of Directors meetings, general meetings, and special meetings to all current members at the general meetings.

Attend all General Meetings, Special Meetings, and Board of Directors Meetings.

Have charge of all correspondence, excluding correspondence within committees.

Keep a record of all correspondence sent and received.

Keep a membership list of all current members of the Friends of South Congaree - Pine Ridge Branch Library as provided by the membership chairman.

Notify members of elections and appointments to offices and committees.

Assist and record the counting of ballots for officers and pass all records to incoming Secretary within thirty (30) days of the election of officers.

### **Treasurer**

#### **General Duties:**

The Treasurer is elected in December from the membership present and serves a two (2) year term starting in January. The Treasurer's position will be open for election in the odd numbered years.

The Treasurer may vote on all motions before General Meetings, Special Meetings, and Board of Directors Meetings.

#### **Treasurer Duties:**

Attend all General Meetings, Special Meetings, and Board of Directors Meetings.

Collect and receive all money due or belonging to the Friends of the South Congaree - Pine Ridge Branch Library.

Always have financial records available for inspection.

Keep a membership list of all current members of the Friends of South Congaree - Pine Ridge Branch Library as provided by the membership chairman.

Keep a record of all financial matters of the Friends of the South Congaree - Pine Ridge Branch Library membership.

Report to the membership and Board of Directors, at every meeting, all money received or paid out that has not previously been reported.

Reimburse money on approved items (receipt must be provided).

Maintain a file on the location of all accounts, accounts numbers and the authorized signatures for each.

Provide financial documents to the auditor when requested.

Participate in an audit of the books in January before passing the financial records to the new Treasurer.

Pass all financial records to the incoming Treasurer within thirty (30) days of the election of officers.

### **Social Media/Advertising Officer**

#### **General Duties:**

The Social Media Officer is elected in December from the membership present and serves a two (2) year term starting in January. The Social Media Officer's position will be open for election in even numbered years.

The Social Media Officer may vote on all motions before General Meetings, Special Meetings, and Board of Directors Meetings.

The Social Media Officer is a member of the Board of Directors and therefore has those additional duties.

#### **Social Media/Advertising Officer Duties:**

Maintain all social media correspondences.

Field all social media correspondences.

Report on social media standing at General Meetings.

Bring information to the Board of Directors of any printed materials for approval for distribution: i.e., letterhead, bookmarks, shirts, items for sale, etc.

Promote the library programs and membership in the Friends of South Congaree - Pine Ridge Branch Library.

Attend all General Meetings, Special Meetings, and Board of Directors Meetings.

**CERTIFICATION OF OFFICERS AND BOARD OF DIRECTORS**

We, the Officers and Board of Directors of the Friends of the South Congaree – Pine Ridge Library, certify that the above bylaws are the bylaws of this organization as adopted on **August 22, 2023**, and that they have not been amended or modified since the above.

**Executed on this 22<sup>nd</sup> day of August 2023, in the County of Lexington, in the State of South Carolina.**

President-Kitty Spires

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Vice President-Cherise Saraceni

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Secretary-Devon Hughes

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Treasurer-Lori Collins

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Social Media & Advertising-Lori Collins

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Board Member-Tamela Jett

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Board Member-Barbara Madden

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First Reading	April 28, 2020
Second Reading	May 26, 2020, with Amended action on June 1, 2020
Third Reading	August 22, 2023, with amended action on August 22, 2023