

## **BYLAWS**

### **BEL AIR FRIENDS OF HARFORD COUNTY PUBLIC LIBRARY**

#### **ARTICLE I – NAME**

The name of this organization shall be Bel Air Friends of Harford County Public Library.

#### **ARTICLE II – PURPOSE**

The purpose of this organization shall be to maintain an association of persons interested in the Harford County Public Library and to focus public attention on the library in the Bel Air area of the county; to stimulate the use of library resources and services; to support and cooperate with the library in developing library services and facilities for the community; to lend support for legislation when needed; and to support the freedom to read as expressed by the American Library Association Bill of Rights.

#### **ARTICLE III – NONPROFIT**

As a 501 (c)(3) nonprofit organization, no Officer shall receive monetary compensation for services rendered in those capacities.

#### **ARTICLE IV – MEMBERSHIP**

- Section 1      Membership in this organization shall be open to all.
- Section 2      Each adult member (18 and older) shall be entitled to one vote provided that dues are current.

#### **ARTICLE V – OFFICERS**

- Section 1      The officers of this organization shall be President, Vice President, Treasurer and Secretary. The Library Branch Manager shall serve as ex officio member.
- Section 2      A nominating committee of three, to be appointed by the President, shall present nominations for officers. The nominations shall be submitted in writing to the membership with consent of the nominee at least two weeks prior to the annual meeting. No one shall be nominated without his/her consent.

- Section 3 Officers shall be elected by the majority vote of those present at the annual meeting for the term of three years.
- Section 4 Officer vacancies shall be filled by appointment made by the remaining officers for the remainder of the term.

## ARTICLE VI – DUTIES OF THE OFFICERS

- Section 1 Officers shall attend meetings of the Bel Air Friends of the Library and of Harford County Public Library Friends Council meetings.
- Section 2 The President shall preside over and conduct meetings and appoint all committees and be an ex officio member thereof, except the Nominating Committee.
- Section 3 The Vice President shall be prepared to assume the duties of the President in the absence of the President including function as Chairperson and the Ex officio member of all committees.
- Section 4 The Treasurer shall keep and maintain the financial records of the organization. The Treasurer shall receive and deposit all funds in such bank as designated, disperse funds on approval of the majority of the Officers, prepare and submit the annual report as required by Harford County Public Library.
- Section 5 The Secretary shall record attendance at all meetings, take the minutes of all meetings, keep a list of the membership together with addresses, notify the members of time and place of meetings, and conduct the correspondence of the organization.
- Section 6 The Officers shall have the authority to approve appointments of Committee Chairs consistent with the purpose of this organization.
- Section 7 The Officers shall approve/disapprove funding requests by the Branch Manager which cannot wait until the next regular meeting. Members shall be notified of decisions at the next meeting.

## ARTICLE VII – MEETINGS

- Section 1 This organization will hold at least two meetings a year, including an annual meeting. Once every three years, the Officers shall be elected during the annual meeting.
- Section 2 Meeting dates shall be determined by the Officers and members shall be appropriately notified two weeks prior to the meetings. Online posting of meeting dates constitutes notification.

Section 2 Additional meetings shall be scheduled as recommended and approved by the Officers.

Section 3 Those members in attendance at a properly notified meeting shall constitute a quorum. At least 4 eligible members must be present to constitute a quorum.

## ARTICLE VIII – DUES

Section 1 Dues shall be paid annually and will be due at the start of the fiscal year.

Section 2 The dues and membership categories shall be set by the Officers and revised as necessary.

Section 3 The fiscal year of this organization shall begin July 1 and end June 30.

## ARTICLE IX – DISSOLVING THE ORGANIZATION

Section 1 If this organization decides through an official action of its own to dissolve, it shall be responsible for the distribution of any dues or funds in its possession to the Harford County Public Library. No assets may be distributed to individual members.

Section 2 Should this organization otherwise dissolve, the Library Branch Manager shall determine, if possible, the value of any remaining assets of the Friends group and endeavor to contact the last known officers to seek their approval to expend any remaining funds and/or sell any remaining assets. If last known officers cannot be contacted, the Harford County Public Library Boards of Trustees shall dispose of remaining assets.

## ARTICLE X – AMENDMENTS

Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present after notification in writing or by e-mail to each member at least two weeks before the meeting at which the vote is to take place. The online minutes of the organization shall constitute notification in writing.

## ARTICLE XI – PARLIAMENTARY PROCEDURE

The most recent edition of Robert’s Rules of Order, when not in conflict with these bylaws, shall govern the proceedings of this organization.

Bylaws established: Feb 25, 2019

Reviewed and approved: January 24, 2022

Updated: \_\_\_\_\_