

The Constitution and By-Laws
Of
Friends of the Brownsburg Public Library

The purpose of this organization shall be to establish closer relations between the Library and the public by promoting knowledge of, and informed interest in the functions, resources, and services, and needs of the Library; to support needs not covered in the Library's operating budget through programs for extension and improvement of service and resources.

BY-LAWS

The name of this organization shall be the Friends of the Brownsburg Public Library. The name of this Board is the "Friends of the Brownsburg Public Library Board of Directors", hereinafter referred to as "the Board". The Friends of the Brownsburg Public Library will be hereinafter referred to as "the Friends". The Friends are not organized for any personal gain or profit and only as a civic undertaking. There shall never be any dividends declared to any person or member.

Membership

Dues for members shall be as follows:

- a. \$15.00 for Patron
- b. \$25.00 for Donor
- c. \$50.00 or more for Benefactor

Dues are for an annual membership that expires at the end of the calendar year.

There shall be no special rights, preferences, limitations, and/or restrictions upon any of the member levels.

Board of Directors

The Board shall govern the Friends and shall serve without compensation. The Board shall consist of the officers, which shall be nominated and elected for a one (1) year term at the November meeting as follows:

- a. President
- b. Vice-President (Membership)
- c. Secretary
- d. Treasurer
- e. One (1) member-at-large

Three members shall constitute a quorum for conducting business of the Board. Meeting of the Board shall be open to the membership and held on the second Monday of February, May, August and November at 7:00 P.M., unless otherwise agreed upon.

The Board will approve the following:

- Board of Directors (November meeting)
- Officers for a one (1) year term (November meeting)
- Budgets (November meeting)
- By-law amendments (as needed)

Nominations and approval of the Board of Directors

- a. The Library Director will review the current Friends Membership and recruit new board member(s) when needed.
- b. The Board will approve the board member(s) recruited and presented by the Library Director by a quorum of Board Members at the November meeting. The new board member(s) will assume office at the February meeting.
- c. The Board shall serve in the following manner:
 - 1) Three (3) members shall serve for a two (2) year term in each odd numbered year.
 - 2) Two (2) members shall serve for a two (2) year term in each even-numbered year.
 - 3) Members who would like to renew their term will not need approval unless they have missed two or more meetings in the current year, then the Board will approve the renewal.
- d. The Board shall be empowered to appoint members to fill vacancies of unexpired terms.
- e. There are no term limits.

General Membership Meeting

One (1) general membership meeting in February shall be held each year in conjunction with the Board meeting.

- a. Time and place of meeting may be set at the discretion of the Board.
- b. All meetings will be open to the public.
- c. Annual meeting will include a review of programs, financial reports, budgets and any other information.

Disbursement of the Friends Funds

The Board authorizes payments for Library activities within the approved budget and mission of the Friends. The Library staff orders the materials and services and the Library Bookkeeper processes the payment from the Friends Bank Account as well as collects and deposits the revenues from the Library Shop and other fundraisers. The revenues and expenses will be reported monthly to the Board via email or at a meeting. The Treasurer shall sign all checks. A digital signature is used and safeguarded by the Library Director and Library Bookkeeper.

By-law Amendments

These By-laws may be amended at any meeting of the Friends by a majority vote of the Board, provided that public notice of proposed amendments shall have been given to all members at least one (1) week before the meeting which considers the amendment(s).

Dissolution of Assets

Should the Friends of the Brownsburg Public Library be dissolved, the balance of any assets belonging to the Friends after satisfaction of any outstanding debts or liabilities shall be distributed to the Brownsburg Public Library, Brownsburg, Indiana, to further the charitable purposes which this corporation was organized.

Organizational Meeting: September 11, 1978

Revised: November 9, 2020, June 12, 2019 and May 7, 2018