

CONSTITUTION AND BY-LAWS
FRIENDS OF THE LIBRARY
PARKERSBURG AND WOOD COUNTY PUBLIC LIBRARY

Article 1— Name

Sec. 1 — The name of this organization shall be Friends of the Parkersburg and Wood County Public Library.

Sec. 2 — Its principal office shall be located in the Main Library at 3100 Emerson Avenue, Parkersburg, West Virginia.

Article 2 — Purpose

Sec. 1— The purpose of this organization shall be to provide financial support and assistance to the Parkersburg & Wood County Public Library, and to provide social, educational, literary and cultural materials and activities for the citizens of Wood County.

Sec. 2 — The activities shall include supplementing materials and sponsoring of such projects as discussion groups, lectures, exhibits, book talks, and children's story hours, and to stimulate endowments and bequests.

Article 3 — Membership and Dues

Sec. 1 — All persons or organizations interested in the purpose of this organization shall be eligible for membership.

Sec. 2 — Each membership shall be entitled to one vote.

Sec. 3 — Dues shall be payable annually. There shall be two classes of dues:

Single	\$2.00
Family	\$5.00

Article 4 — Officers

Sec. 1 — The officers shall be President, Vice-President, Secretary, and Treasurer. Secretary and Treasurer may be combined into one office. There shall be at least five directors. All officers and directors shall be elected.

Sec. 2 — A nominating committee appointed by the President shall submit a list of nominees to be elected for unfilled offices as needed by the members at the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

Sec. 3 — Officers shall be elected by majority vote of those present at the annual meeting for a term of three years.

Sec. 4 — Any vacancy in an office shall be filled through appointment by the Executive Board until the next annual meeting.

Article 5 — Duties of Officers

Sec. 1 — President: To preside over and conduct meetings and to appoint all committees.

Sec. 2 — Vice-President: To perform the duties of the president in his or her absence.

Sec. 3 — Treasurer: To perform the maintenance of the financial records of this organization.

Sec. 4 — Secretary: To record attendance at all meetings, to take minutes of all meetings, to keep a list of the memberships and their addresses, and to conduct the correspondence of the organization.

Article 6 — Executive Board

Sec. 1 — The Executive Board shall consist of the officers and the directors.

Sec. 2 — Meetings shall be held at least quarterly (July, October, January, April) with special meetings being called by the president.

Sec. 3 — A majority of the Executive Board shall constitute a quorum.

Sec. 4 — Executive Board members shall hold office for three years.

Article 7 — Meetings

Sec. 1 — The annual meeting shall be held in July.

Sec. 2 — A special meeting of this organization may be called at any time by the Executive Board.

Article 8 — Committees

Sec. 1 — All committee chairpersons shall be appointed by the president and approved by the Executive Board.

Article 9 — Non-profit Organization

Sec. 1 — This organization is not organized for profit or personal gain, and there shall never be distributed to the members any of its income or assets.

Sec. 2 — Two officers' signatures are required on all checks.

Sec. 3 — The income and assets of this organization shall be used in the furtherance of the objectives and purposes of this organization to assure the continued development of the Parkersburg and Wood County Library.

Sec. 4 — Upon dissolution of this organization, any property, tangible or intangible, in its hands shall be distributed by the Executive Board to the public library for the use of the Parkersburg and Wood County Public Library.

Article 10 — Funds

Sec. 1 — All funds shall be deposited with the treasurer of the Friends of the Library and shall be disbursed as authorized by the Executive Board. Expenditures for the benefit of the library will be approved by the Parkersburg and Wood County Public Library Board of Directors.

Sec. 2 — The Treasurer's books will be reviewed and audited prior to the annual meeting.

Sec. 3 — All materials offered at fund-raising events (such as the bi-annual book sales) are to be paid for, by members and volunteers alike.

Article 11 — Authority

Sec. 1 — Roberts Rules of Order, Revised shall serve as parliamentary authority.

Sec. 2 — Any notice posted in the library shall be considered sufficient publication as required in the Constitution and By-Laws.

Article 12 — Amendments

Sec. 1 — Any amendments of these by-laws may be made at any meeting of the general membership by two-thirds vote of those present, provided that notice of such proposed amendments is posted two weeks before said meeting.

REVISED AND RATIFIED AT THE ANNUAL MEETING JULY 14, 2015