

**BYLAWS**  
**FRIENDS OF MARSHALL PUBLIC LIBRARY**  
Marshall, Illinois

**ARTICLE I – NAME**

The name of this organization shall be Friends of Marshall Public Library.

**ARTICLE II – PURPOSE**

The purpose of this organization known as Friends of Marshall Public Library shall be to maintain an association of persons interested in libraries, books, and related things; to promote knowledge of, and informed interest in, the functions, services, resources, and needs of Marshall Public Library; to support and cooperate with the Library in developing library services and facilities for the community; to raise funds to purchase for the Library such materials of cultural value as will advance the purposes of the Library; to encourage gifts, endowments, and bequests to Marshall Public Library; and to support the freedom to read as expressed in the American Library Association Bill of Rights.

**ARTICLE III – MEMBERSHIP**

Any person, association, or business interested in the objectives of the organization shall be an active member upon payment of yearly dues. Each member shall be entitled to one vote.

Membership in this organization shall be of the following categories:

Category	Dues
Student/Youth	\$2.00
Individual	5.00
Family	10.00
Sponsor	25.00
Contributor	50.00
Benefactor	100.00 and up

**ARTICLE IV – OFFICERS**

The officers of the organization shall consist of a President, Secretary, and Treasurer. They shall be elected at the July meeting and shall serve for a term of one year or until successors have been elected or appointed by the President.

In May of each year, the President shall appoint a nominating committee, consisting of three (3) members of the organization, which committee shall present nominations at the July meeting each year. Additional nominations may be made from the floor at the time of the election.

**ARTICLE V – DUTIES AND POWERS OF OFFICERS**

The President shall preside at all meetings of the organization. It shall be the duty of the President to carry out the will of the organization as expressed at its meetings and in general to conduct the affairs of the organization in a manner consistent with the authority and responsibility pertaining to his/her office. The President shall appoint any committees as deemed necessary.

In the absence of the President, or in the event of his/her inability to act, the Secretary shall discharge the duties of the President. In the event of a vacancy in the office of President, the

Secretary shall assume the duties of the President.

The Secretary shall attend all meetings and keep a true and accurate record of the proceedings thereof. In the event the Secretary is unable to attend a meeting, he/she shall arrange for substitute representation to read and take minutes. The Secretary shall carry on the correspondence of the organization as instructed by the President.

The Treasurer shall collect all dues, keep all accounts, and report these at meetings of the organization. He/She shall be responsible for all funds and pay all bills approved by the members of the organization and as instructed by the President. The Treasurer shall also provide a current membership list, updated at least annually.

All checks written must have two (2) officer signatures. These two (2) signatures may be any two (2) of the following three (3) officers:

1. President
2. Secretary
3. Treasurer

An audit of the financial reports shall be made on alternate years either by a committee or a certified public accountant prior to the year's July meeting or whenever a new Treasurer is elected.

#### ARTICLE VI – MEETINGS

The regular meeting of the organization shall be held on the first Thursday of alternating months, beginning in July. Each meeting will begin at 5:00 p.m. and last until business is concluded. Special meetings of the organization may be called by the President whenever he/she shall deem a special meeting necessary or advisable. Special meetings shall also be called by the Secretary on the written request of not less than ten (10) members of the organization. In all cases of a special meeting, the Secretary shall notify the entire membership of the organization not less than three (3) days before the time set for such a meeting of the fact of the calling of any such special meeting, of the time and place thereof, and of the purpose of such special meeting. Five (5) members shall constitute a quorum at any meeting of the organization.

#### ARTICLE VII – EXPENSES

No part of the earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers, or any other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

In the event of a dissolution of the organization, and prior to the completion thereof, all liabilities of the organization shall be paid, satisfied and discharged, and all of the remaining assets, property, and income owned or held by the organization shall be expended for or applied to the purposes of the organization and conveying such assets, property, and income to Marshall Public Library, if applicable, or to one or more organizations organized and operated exclusively for religious, charitable, scientific, literary or educational purposes to which exemption from income taxes has been granted under Section 501 (c-3) of the Internal Revenue Code, and no part of such remaining assets, property, or income shall be distributed to members or any other persons whatsoever. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization of organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE VIII – AMENDMENTS

These Bylaws may be amended at any meeting of the organization by a two-thirds vote of those members present, provided that notice of the proposed amendment is given in writing to all of the members at least ten (10) days before said meeting.

#### ARTICLE IX – PARLIAMENTARY PROCEDURE

Robert's Rules of Order (the latest revised edition), when not in conflict with these Bylaws, shall govern the proceedings of the organization.

#### ARTICLE X – LIMITATION OF PERSONAL LIABILITY

To the fullest extent that the laws of the State of Illinois permit elimination or limitation of the liability of the members and/or officers of Friends of Marshall Public Library, no member or officer shall be personally liable for monetary damages for any action taken or any failure to take action as a member and/or officer.

Revised 09/03/200