

By-Laws  
**FRIENDS OF THE FRISCO PUBLIC LIBRARY, INC.**

Article I  
**Name**

- Section 1. The name of this organization shall be:  
FRIENDS OF THE FRISCO PUBLIC LIBRARY, INC.

Article II  
**OBJECTIVES AND POLICIES**

- Section 1. To help open the Frisco Public Library branches.
- Section 2. To create public support, for an expanding library program.
- Section 3. To intensify community awareness and use of the library.
- Section 4. To sponsor programs designed to add to the cultural life of the community.
- Section 5. To encourage gifts, endowments and memorials for the library.
- Section 6. To provide direct financial assistance to the library for the purchase of special and unusual items of goods or services, which would be of great benefit, but cannot be purchased from the budget.
- Section 7. It shall not support or oppose any political party or candidates.
- Section 8. It shall not seek to direct administrative activities of the library or to establish its' policies.
- Section 9. It shall be a non-profit organization.

Article III  
**MEMBERSHIP, DUES AND VOTING RIGHTS**

- Section 1. Any individual or business interested in promoting the library is eligible to become a member.
- Section 2. Types of membership
- |                                |                            |
|--------------------------------|----------------------------|
| a. Junior Friend (to age 14)-- | annual dues of \$ 1.00     |
| b. Teen Friend (15 to 18) --   | annual dues of \$ 2.50     |
| c. Individual Friend --        | annual dues of \$ 10.00    |
| d. Family Friends --           | annual dues of \$ 25.00    |
| e. Special Friends --          | annual dues of \$ 50.00    |
| f. Patron Friend --            | annual dues of \$ 100.00   |
| g. Commercial Friend --        | annual dues of \$ 100.00   |
| g. Lifetime Friend --          | one-time dues of \$ 250.00 |

Section 3. Annual membership dues shall run concurrently with the fiscal year, November 1st. to October 31st.

Section 4. Each member joining at the Teen Friend/Individual Friend membership level or higher, who is at least fifteen years of age, will be eligible to cast one (1) vote at the monthly and Annual meetings.

#### Article IV

### **OFFICERS, THEIR ELECTION AND DUTIES**

Section 1. The officers shall be: a President, a Vice-President, a Secretary and a Treasurer. All shall also serve on the Executive Board.

Section 2. The officers shall be nominated by a committee to be chosen by the Executive Board. Nominations may be made from the floor provided the consent of the nominee has been obtained before the nomination is made.

Section 3. The officers shall be elected at the Annual Meeting for a term of two years, with the President and Secretary alternating election years with the Vice-President and Treasurer.

Section 4. The election shall be by ballot unless there is only one nominee for the office, the election may be by voice.

Section 5. A majority vote of those present and eligible to vote, shall be necessary for the election of any nominee.

Section 6. No officer shall hold more than one elective office at the same time, nor shall any officer serve consecutive terms in the same office.

Section 7. The term of officers shall begin with the fiscal year, Nov 1st. and run for two consecutive years, ending on October 31st of the second year.

Section 8. The duties of the officers shall be as laid out in Robert's Rules of Order, Revised.

Section 9. Outgoing Officers shall deliver to their successors in office all records and other materials belonging to their office at the close of their term.

Article V  
**EXECUTIVE BOARD**

- Section 1. The officers and three members at-large for a total of seven, (7) shall constitute the Executive Board. The three at-large members shall be elected at the Annual Membership Meeting for a term to begin November 1 and end October 31st.
- Section 2. The Executive Board shall manage the affairs of the organization in the interval between Annual and if needed, Semi Annual Meetings.
- Section 3. The President of the Frisco Public Library Foundation Board and the Frisco Public Library Director shall be ex-officio members of the Executive Board.
- Section 4. At least six(6) meetings of this Board shall be held annually at the call of the President or upon written request of three members of the Board, due notice of at least one week having been given.
- Section 5. The Executive Board shall appoint vacancies of the elective officers for any unexpired term.
- Section 6. Two officers and two at-large members of the Executive Board shall constitute a quorum.
- Section 7. Any Executive Board member may resign his or her position at any time. Such resignation shall be made in writing and shall take effect at the time specified therein or, if no time be specified, at the time of its receipt by the organization. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.
- Section 8. Any member of the Executive Board who does not attend six or more monthly meetings or 50% of the called Executive meetings during a fiscal year as defined in these By-laws may be removed from his or her position at the discretion of the remaining members of the Executive Board.
- Section 9. The President of the Friends of the Frisco Public Library shall serve as an ex-officio member of the Frisco Public Library Foundation Board.

Article VI  
**STANDING COMMITTEES**

- Section 1. The Chairperson of the following committees shall be appointed by the Executive Board:  
    Hospitality  
    Membership  
    Fundraising Events  
    Public Relations  
    Nominating
- Section 2. The President of the Executive Board shall be an ex-officio member of all Standing Committees.
- Section 3. The Chairpersons of all Standing committees shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Executive Board.
- Section 4. Any committee Chairperson may resign his or her position at any time. Such resignation, shall be made in writing to the Executive Board and shall take effect at the time specified therein or, if no time is specified, at the time of its receipt by the Executive Board. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so requested in the resignation.

Article VII

**MEMBERSHIP MEETINGS**

- Section 1. The Annual Membership meeting shall be held in September of each year.
- Section 2. The Annual Membership Meeting shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise. The Annual Membership Meeting shall be held on the last Saturday of September.
- Section 3. Monthly meetings shall be held on the 2nd Monday of each month of the fiscal year.
- Section 4. Notice of all meetings shall be posted on the Friends website and posted at the Frisco Public Library.
- Section 5. Six voting members shall constitute a quorum, provided two officers are among those present.

Article VIII  
**Fiscal Administration**

- Section 1. The fiscal year shall begin November 1st of each year and end October 31st of the following year.
- Section 2. The Standing Committees and the Treasurer shall draw up a Proposed Budget and submit it to the Executive Board for its approval at least six weeks before the September Annual Membership Meeting.
- Section 3. The Budget Goals for the ensuing year shall be submitted by the Executive Board to the September Annual Meeting for adoption.
- Section 4. This organization shall be authorized to accept gifts and contributions for any purpose consistent with these by-Laws.
- Section 5. Funds shall be expended in accordance with the objectives of the organization and upon the approval of the Executive Board. If expenditure exceeds \$1,000.00, the Executive Board will request approval from the general membership at the next scheduled monthly meeting.

Article IX  
**Assets**

- Section 1. In the event the organization shall become inoperative and disbanded, the Board of Directors, after paying or making provision for the payment of all of the liabilities and obligations of the organization, shall transfer or convey all remaining assets to the Frisco Public Library through the City of Frisco.

Article X  
**Parliamentary Authority**

- Section 1. The rules contained in Robert's rules of Order, Revised, shall govern the organization in all cases to which they are applicable, and in which they are not consistent with these By-Laws

Robert's Rules of Order, revised when not in conflict with these By-Laws shall govern the proceedings of this organization.

Article XI  
**Amendments**

- Section 1. Notification of By-Laws amendments and the proposed written amendments, shall be submitted by the Executive Board to the general membership at least two weeks prior to any Monthly Membership meeting. A two-thirds vote of the voting members present is required for approval.
- Section 2. The By-Laws will be revised with the approved amendments, and posted on the Friends website and (e)mailed to members with-in 30 days of the date the revisions were approved.

Revised and adopted January 2011