

**FLOYD J. ROBINSON MEMORIAL LIBRARY
RALEIGH, MISSISSIPPI
BYLAWS**

ARTICLE I

The name of this organization is: FRIENDS OF FLOYD J. ROBINSON MEMORIAL LIBRARY.

ARTICLE II

Purpose:

The purpose of this organization shall be to maintain an association of persons interested in books and libraries, to focus public attention on library services, facilities and needs, and to stimulate gifts of books, magazines, collection endowments and bequests.

ARTICLE III

Membership:

Section 1. Membership in this organization shall be open to all individuals in agreement with its purpose.

Section 2. Each individual member shall be entitled to one vote.

ARTICLE IV

Officers and committees:

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. The Standing Committees shall be as follows: Telephone, National Library Week and Summer Reading Program.

Section 3. The Officers and Standing Committee Chairmen shall be known as the Executive Committee. The Executive Committee shall meet as called by the President.

Section 4. Special committee, such as the Nominating Committee, shall be appointed by the President.

Section 5. The President is an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 6. Nominations for officers will be presented by the Nominating Committee at the **May** meeting. Nominations from the floor will be invited, no one shall be nominated without his or her consent. A majority of members present and voting shall elect the officers at the **September** meeting. Officers will begin their term in **January**.

Section 7. Duties of Officers:

- A. **President:** To preside over and conduct meetings, to appoint special committees as needed, and to serve as a ex-officio member of all committees except the Nominating Committees.
- B. **Vice-President:** To perform the duties of the President in his/her absence and to serve as Program and Membership Chairman.
- C. **Secretary:** To record attendance at all meetings, to take the minutes of all meetings, to keep a list of the membership and their addresses/phone numbers, to conduct the correspondence of the organization, and to publicize meetings and library events.
- D. **Treasurer:** To keep and maintain the financial records of the organization. To pay bills as needed.

Section 8. Duties of Committees:

- A. Telephone Committee: To notify members of the time and place of scheduled meetings, special events and called meetings or events.
- B. National Library Week Committee: To plan events and activities for National Library Week. This committee shall function closely with the librarian.
- C. Summer Reading Program Committee: To assist the librarian and/or children's librarian in planning activities/events for the Summer Reading Program.

ARTICLE V

Meetings:

Section 1. This organization shall hold its regular meetings in the months of January, March, May, and September. It shall also meet when called by the President.

Section 2. This organization shall meet the last Thursday of the above months at 5:30 p.m. unless otherwise specified.

ARTICLE VI

Dues:

Section 1. Dues shall be payable annually as follows:

- Individual - \$5.00
- Family (2 or more) - \$10.00
- Student - \$2.00
- Business - \$25.00

Section 2. The fiscal year of this organization shall be January 1st through December 31st.

ARTICLE VII

Funds:

Section 1. Adequate books of accounts shall be maintained by the Treasurer, who shall be responsible therefore.

Section 2. A report of the organization's finances shall be given at each meeting and bills paid promptly.

Section 3. No funds shall be disbursed without the approval of the President and the Treasurer.

ARTICLE VIII

Parliamentary authority

All meetings shall be conducted according to *Robert's Rules of Order, Revised*.

ARTICLE IX

Amendments

These Bylaws shall be reviewed every two years in May by the Executive Committee. The Bylaws may be amended at any regular meeting by a majority of those members present and voting, provided the amendment(s) has (have) been read at a previous meeting or mailed to members at least two weeks prior to the voting meeting.

These Bylaws have been reviewed and revised. They have been presented to the members of the organization and approved on: _____