

**By-Laws of the
Friends of the Eager Free Public Library**

ARTICLE I: MEETINGS

Section 1. The annual meeting shall be held within four months & no later than October 31 after the end of the fiscal year (**June 30**). Members shall be notified by public notice in the local newspaper at least two weeks prior to the date of the meeting.

Section 2. Meetings of the Executive Committee shall be held throughout the year on specific dates agreed on by the officers and chairpersons. A simple majority of the Executive Committee shall constitute a quorum.

Section 3. The Library Director or a designated representative shall be present at all meetings.

Section 4. All meetings shall be open to the public.

ARTICLE II: DUTIES OF OFFICERS AND CHAIRPERSONS

Section 1. The President shall:

- a. Preside at all meetings.
- b. With the consent of the Executive Committee, coordinate the activities of the Standing Committees.
- c. Serve as the spokesperson for the Friends or designate an alternate.
- d. Be a non-voting member of all committees except the nominating committee.
- e. Present a brief annual report and announce the annual meeting date.

Section 2. The Secretary shall:

- a. Keep the minutes of Executive Committee and Annual Meetings.
- b. Conduct all correspondence as directed by the President.
- c. Perform all other duties that are customarily required of a Secretary.

Section 3. The Treasurer shall:

- a. Be the chief financial officer of the organization.
- b. Make financial reports to the Executive Committee at each meeting.
- c. Keep an account of monetary receipts.
- d. Pay all bills as approved by the Executive Committee.
- e. Collect all dues.
- f. Perform all other duties that are customarily required of a Treasurer.

ARTICLE III: DUTIES OF STANDING COMMITTEES

Section 1. The Program Chairperson shall:

- a. Cooperate with the librarian in the selection and presentation of informational, educational and recreational programs/events according to the guidelines set forth in the Eager Free Public Library programming policies. Approval of sponsorship and any expenditures related to the programs and/or events shall be granted by a majority vote of the Executive Committee.

- b. Act as hospitality chairperson in coordinating all social arrangements, welcoming speakers and guests.

Section 2. The Membership Chairperson shall:

- a. Develop and implement an annual membership drive.
- b. Provide a means for continuing membership growth (i.e., a brochure) which will be made available at appropriate locations.
- c. Maintain a current membership roll, including phone numbers, addresses, and email addresses of members.

Section 3. The Volunteer Chairperson shall:

- a. Coordinate volunteers with jobs and/or projects organized by the friends.
- b. Develop and implement a means of publicly recognizing Friends members at least on an annual basis.

Section 4. The High School Liaison Person shall:

- a. Attend monthly meetings.
- b. Assist Program, Membership, & Volunteer Chairpersons in creating opportunities for high school students to utilize the library.
- c. Assist the Program Chairperson with organizing the High School Study Nights up to be held up to four times each school year.

ARTICLE IV: DUES STRUCTURE

Section 1. Dues shall be payable annually and shall become due on July 1, the beginning of the fiscal year.

Section 2. Dues shall be:

- a. \$ 5.00 – Individual
- b. \$ 10.00 – Family
- c. \$ 25.00 – Sponsor
- d. \$100.00 – Life Membership