Friends of the Roscommon Area District Library

Members Handbook & Bylaws

Revised August, 2022

The Friends of RADL Mission is:
to promote the development of excellent library services
for all patrons through fundraising, advocacy and volunteerism.

Meetings
Membership Meetings will be held on the second Tuesday of the months, May -
December. The meeting will begin at 12:00 p.m. at RADL.

Leadership Meetings will be held on the fourth Tuesday of months, May - December at
the Roscommon Area District Library.

Membership Information
Membership Year: September 1 to August 31

Membership Dues: $5 per member
Checks made payable to: Friends of RADL

Checks mailed to: Friends of RADL
P.O. Box 311
Roscommon, MI 48653-0311

(Checks may also be delivered to the RADL desk.)
Contact Information

Friends of RADL email:  friendsofradl@gmail.com  and like us on Facebook!

Roscommon Area District Library
106 Lake Street
P.O. Box 888
Roscommon, MI 48653
989-281-1305

Lyon Township Branch Library
7851 West Higgins Lake Dr
Higgins Lake, MI 48627
989-821-9111

Tuesday, Wednesday, Thursday 10:00 - 7:00
Friday 10:00 - 5:00  Saturday 10:00 - 3:00

Tuesday through Friday 10:00 - 3:00

Hours subject to change.

Library website:  http://www.roscommonlibrary.org

Friends of RADL Annual Activities

Fundraising, advocacy and volunteerism
Library program sponsors for children and adults as requested
  Battle of the Books Sponsor
  Roscommon Business Expo
  Used Book Sales
  Annual Meeting (September)
  other events as approved by membership
Friends of the Roscommon Area District Library

BYLAWS

MISSION STATEMENT

The mission of the Friends of the Roscommon Area District Library is to promote the development of excellent library services for all patrons through fundraising, advocacy and volunteerism.

ARTICLE I - NAME

This organization shall be known as the “Friends of the Roscommon Area District Library”, located in Roscommon, Michigan, and shall be a non-profit organization.

ARTICLE II - PURPOSE

The Friends of the Roscommon Area District Library is organized under Section 501 (c) (3) of the Internal Revenue Code exclusively for library services to meet community needs, being educational, cultural, financial or charitable in support of the Roscommon Area District Library.

ARTICLE III - MEMBERSHIP

3.1 Membership shall be open to all individuals in support with above named purpose.

3.2 A member in good standing is one whose dues are current.

3.3 Each dues paying member in good standing shall have one vote.

ARTICLE IV - DUES

4.1 Dues shall be paid annually to the Treasurer of the Friends. Dues must be received by the annual meeting.

4.2 Dues can be changed only with a majority vote of members in good standing. Members with unpaid dues shall have no voting privileges.
ARTICLE V - MEETINGS

5.1 Monthly and Emergency Meetings

a. Membership Meetings shall be held the second Tuesday of the months, May - December. A quorum to conduct a meeting shall consist of ten (10) members in good standing.
b. All meetings will be conducted according to Roberts’ Rules of Order.
c. Emergency or special meetings may be called by the President.

5.2 The Annual Meeting will be held the second Tuesday in September for the purpose of electing officers, receiving reports of all officers and committees on the past year’s progress, and discussing any other pertinent business.

5.3 Monthly Leadership Meetings of the Board of Directors and committee chairpersons shall be held the fourth Tuesday of the months, May - December. A quorum to conduct a meeting shall consist of four (4) elected Board members.

5.4 The Order of Business for the Membership Meetings will be:

a. Call to Order
b. Pledge of Allegiance
c. Introduction of new members and guests
d. Additions to the published agenda
e. Minutes of the previous meeting
f. Financial report
g. Officers and committee chairpersons reports
h. Unfinished business
i. New Business
   1. Presentation of slate, additional nominations and election of officers at Annual Meeting only
j. Announcements
k. Adjournment

ARTICLE VI - OFFICERS

6.1 Elected officers shall consist of President, Vice President, Secretary, Treasurer, Members at-Large elected by a majority vote, forming the Board of Directors.

6.2 Terms of office for the President, Vice President, Secretary and Treasurer will be for two (2) years with no compensation
6.3 Terms of office for Trustees will be for three (3) years progressing through three positions: (Year 1) Member at-Large, (Year 2) Liaison to the RADL Board of Trustees and (Year 3) Chair of the Nominating Committee.

a. Each year the Chair of the Nominating Committee retires and the remaining two trustees move up a position. A new Trustee is elected to fill the position of Member-at-Large.

6.4 In accordance with the Guidelines of the National Friends of the Library, a Roscommon Area District Library Board Member shall not serve as an officer of the Friends due to a possible conflict of interest.

ARTICLE VII - ELECTION OF OFFICERS

7.1 A Nominating Committee chaired by the designated Member-at-Large Trustee will present a slate of candidates at the August meeting. Nominations from the floor will be accepted at that time.

7.2 All candidates for office must be members in good standing.

7.3 Voting will take place at the Annual Meeting with nominations from the floor being accepted at that time.

7.4 Officers shall be elected at the Annual Meeting by a simple majority vote of those members present in good standing.

7.5 Officers will take office on the first day of the month following the Annual Meeting.

ARTICLE VIII - DUTIES OF OFFICER

8.1 President

a. shall preside and conduct all meetings
b. shall prepare a detailed agenda for all meetings
c. shall call special and emergency meetings when and if necessary
d. shall oversee all committees, act as ex-officio member of all committees with the exception of the Nominating Committee
e. shall call for an annual audit by the Audit Committee, comprised of the three (3) Trustees assisted by the Treasurer, to be done in October
8.2 Vice President
   a. shall perform all duties of the President in his/her absence
   b. shall chair committees as requested by the Board of Directors
   c. shall become acting President in case of a vacancy of the President to complete
      the term of office

8.3 Secretary
   a. shall record minutes and attendance of each Membership and Leadership
      Meeting
   b. shall retain a copy of these Bylaws in the book for quick reference
   c. shall give notice of all meetings
   d. shall file copies of all minutes, Bylaws, and records
   e. shall document outcome of any vote taken by phone, mail, or email
   f. shall provide the audit committee with a complete set of minutes for the year
      being audited

8.4 Treasurer
   a. shall collect dues
   b. shall maintain all financial records
   c. shall deposit all funds in such depository as directed by the membership
   d. shall prepare and present a financial report at each monthly meeting
   e. shall submit an annual financial report at the Annual Meeting
   f. shall prepare an annual budget for Board review one (1) month before Annual
      Meeting
   g. shall present an annual budget for membership approval at the Annual Meeting
   h. shall write checks in accordance with the Standing Rules as approved by the
      Board of Directors on 04/17/18 and hereby incorporated in these Bylaws
   i. shall obtain required signatures of two (2) board members for written checks
   j. shall assist the audit committee and provide all requested financial records
   k. shall maintain current membership list and distribute as needed

8.5 Three (3) Member-at-Large Trustees
   a. Member-at-Large (year one)
      1. shall represent membership at Leadership Meetings
      2. shall serve on the audit committee
b. Liaison to RADL Board of Trustees (year two)
   1. shall attend RADL Board of Trustees meetings
   2. shall report on RADL Board of Trustees meeting to the membership
   3. shall communicate with RADL Board of Trustees on behalf of the membership
   4. shall serve on the audit committee

c. Chair of the Nominating Committee (year three)
   1. shall chair committee to seek and recommend candidates to fill elected
      positions to Board of Directors
   2. shall serve on the audit committee

8.6 Board of Directors Duties
a. shall recommend candidates to the membership to fill vacancies of Vice
   President, Secretary, Treasurer or three (3) Members-at-Large as needed to
   complete the term of office
b. shall annually review and recommend changes to Bylaws and Standing Rules and
   ensure that copies are available to all members
c. shall continue in leadership roles when elections are not possible due to a state
   of emergency
d. shall approve expenditures as requested by RADL or as needed to keep Friends
   in operation when Membership Meetings are not possible due to a state of
   emergency. As such expenditures will be brought to Membership for approval when
   meetings resume

8.7 Committees
a. Events Committee
   1. shall organize Friends of RADL participation in community and library events
   2. shall obtain prior membership approval for any expenditures exceeding ten
      ($10) dollars
   3. shall maintain a concise detailed record of their activities to be passed on to
      the future committee

b. Publicity Committee
   1. shall develop and publish a newsletter
   2. shall provide email notification to membership as needed
   3. shall assist all committees with event publicity
   4. shall manage Friends’ Facebook page
   5. shall obtain prior membership approval for any expenditures exceeding ten
      ($10) dollars
6. shall maintain a concise detailed record of their activities to be passed on to the future committee

c. Used Book Sales Committee
   1. shall assist RADL staff with in-house used book shelves as requested
   2. shall implement used book sale(s) and ascertain a net profit
   3. shall organize sorting of used books in the basement as needed
   4. shall obtain prior membership approval for any expenditures exceeding ten ($10) dollars
   5. shall maintain a concise detailed record of their activities to be passed on to the future committee

d. Landscaping Committee
   1. shall obtain and plant seasonal flowers and or plants for the entrance of RADL
   2. shall obtain prior membership approval for any expenditures exceeding ten ($10) dollars
   3. shall maintain a concise detailed record of their activities to be passed on to the future committee

8.8 The RADL Director
   a. shall be an ex-officio non-voting member of the Board of Directors
   b. may request project funding for board review and membership approval

ARTICLE IX - DISSOLUTION

In the event of dissolution, any remaining assets will be donated to the Roscommon Area District Library which is exempt under Section 501 (c) (3) of the Internal Revenue Code. If extenuating circumstances exist that make this impossible, the remaining assets shall be distributed to other local community organizations exempt under said code.

ARTICLE X - AMENDMENTS

Amendments to these Bylaws may be made at any regular or special Membership Meeting where a quorum of ten (10) active members in good standing is present. Notice of the proposed changes shall be published at least one month prior to said meeting and posted at RADL.

August, 2022