

## *Friends of the Roscommon Area District Library*

### *Members Handbook & Bylaws*

*Revised August, 2021*



### **The Friends of RADL Mission is:**

to promote the development of excellent library services for all patrons through fundraising, advocacy and volunteerism.

### **Meetings**

Monthly Membership Meetings will be held on the first Tuesday of each month at Fred's Restaurant. Lunch at 11:30 a.m. and the meeting will begin at 12:00 p.m. If restaurant option is unavailable, meetings will be held at RADL.

Leadership Meetings will be held on the third Tuesday of each month 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](mailto: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

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

Hours subject to change.

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

### Lyon Township Branch Library

7851 West Higgins Lake Dr  
Higgins Lake, MI 48627  
989-821-9111

Tuesday through Friday 10:00 - 3:00  
CLOSED Saturday, Sunday, Monday

## Friends of RADL Annual Activities



### Fundraising, advocacy and volunteerism

Library program sponsors for children and adults as requested

Wine and Craft Beer Tasting

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. Monthly Membership Meetings shall be held the first Tuesday of each month. 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 first 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 third Tuesday of each month. 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, 2021