

## BYLAWS

Friends of the Ripon Public Library  
Ripon, Wisconsin

### ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the FRIENDS OF THE RIPON PUBLIC LIBRARY.

### ARTICLE II – PURPOSE

The purpose of this organization shall be to foster closer relations between the Ripon Public Library and the citizens of Ripon; to promote knowledge of the functions, resources, services and needs of the Library; to lead in the development of a program for the extension and improvement of the Library services and resources; to receive and encourage gifts and bequests to the Library; to lend legislative support when needed; and to aid in the providing of adequate housing and other facilities for the Library.

### ARTICLE III - MEMBERSHIP AND DUES

Section 1. Membership in the Friends of the Ripon Public Library shall be open to all individuals or organizations who support its purposes.

Section 2. Each individual member shall be entitled to one vote. A family membership entitles each member of the immediate family to one vote.

Section 3. The fiscal year shall be April 1 – March 31.

Section 4. Dues may be changed at any annual meeting.

Section 5. Annual dues shall be paid on or before either the spring or fall book sale.

Section 6. Dues

A. Annual membership dues classifications:

1. Adult membership - \$5.00
2. Family membership - \$10.00

B. Lifetime membership

1. Adult membership - \$50.00
2. Family membership - \$100.00

Section 7. Monies received from memberships, projects, gifts and memorials shall be used to further the purposes of this organization.

### ARTICLE IV - EXECUTIVE BOARD

Section 1. The leadership of the organization shall be vested in an Executive Board.

Section 2. The Executive Board shall consist of the following elected members: the chairman, the chairman-elect, the secretary, the treasurer, and three directors from the membership-at-large. The Library Director may be an ex-officio member of the Executive Board or, if a member of the Friends, may be elected to the Executive Board.

Section 3. The Executive Board shall be responsible for the activities of the members. The executive Board shall initiate or discontinue projects according to the needs of the Friends of the Ripon Public Library. The Executive Board shall establish committees as needed.

Section 4. A simple majority of the Executive Board shall constitute a quorum.

#### ARTICLE V - ELECTION OF OFFICERS

Section 1. Officers and directors shall be nominated by the Executive Board. The nominations shall be submitted in writing to the membership at the annual meeting. Additional nominations may be made from the floor. Only members in good standing shall be eligible for nomination.

Section 2. The election of officers and directors shall be held at the annual meeting and they shall be elected by a majority vote of those present.

Section 3. The term of office shall be for one year and shall begin immediately following the annual meeting.

Section 4. There are no term limits.

Section 5. Vacancies occurring shall be filled for the unexpired term thereof by a majority vote of the remaining members of the Executive Board.

#### ARTICLE VI - DUTIES OF OFFICERS

Section 1. The duties of the officers shall be such as are implied by the respective titles, viz.,

A. The chairman shall

1. Preside at the meetings.
2. Together with the Executive Board, be responsible for any financial activities deemed necessary for promoting the growth and utilization of the library.
3. Represent the Friends before any group requesting presence of the Friends, or delegate a representative.

B. The chairman-elect shall

1. Preside at meetings and perform the duties of the chairman in the absence of the chairman.
2. Perform such other duties as are customarily incident to the office of chairman-elect or such as the Executive Board may from time to time prescribe.

C. The secretary shall

1. Keep the minutes of all Executive Board and the annual meetings.
2. Perform such other duties as are customarily incident to the office of secretary or such as the Executive Board may from time to time prescribe.

D. The treasurer shall

1. Be the chief financial officer of the organization.
2. Perform such other duties as are customarily incident to the office of treasurer or such as the Executive Board may from time to time prescribe.
3. Request an annual audit by an outside party.

Section 2. The Library Director shall be invited to be an ex-officio member all committees.

#### ARTICLE VII - MEETING

Section 1. This organization shall meet at least once a year.

Section 2. The annual meeting shall be held within one month following the end of the fiscal year which is March 31.

Section 3. A special meeting of this organization may be called at any time by the Chairman or the Executive Board.

#### ARTICLE VIII – DISSOLUTION

On the dissolution of this organization, the entire net assets remaining after the payment of any and all liabilities and obligations of this organization shall be distributed exclusively for the purposes of this organization in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, scientific or literary purposes as shall be at the time qualify as exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, (or the corresponding provisions of any future United States Internal Revenue Law).

#### ARTICLE IX - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, when not in conflict with this Constitution and these Bylaws, shall govern the proceedings of this organization.

#### ARTICLE X – AMENDMENTS

This constitution may be amended at any annual meeting by a two-thirds vote of the members present, providing that notice of such proposed amendments is mailed to all members at least two weeks before the said meeting.

Revised and adopted – 1981

Revised and adopted – 2006

Revised and adopted – 2007

Revised and adopted – 2019