

By-laws of the Friends of the Penn Yan Public Library

The goal of the Friends is to be of service to the Penn Yan Public Library through volunteering services to the library, providing financial aid, and sponsoring cultural activities. The Friends will organize and carry out the annual book sale.

Membership and Dues

Membership in the Friends is open to all persons who are interested in supporting the Penn Yan Public Library. Membership is effective upon payment of annual dues and continues for twelve months. Dues shall be established annually by the Executive Committee. Individuals may choose to join for multiple years if they so specify and include the correct financial contribution for the time specified.

Notices will be sent each month to those individuals whose membership expires that month.

Finances

All funds raised from Memberships and donations and all funds earned from any project, less expenses incurred, will be the property of the Friends.

In the event of the disbanding of the Friends, the monies in all accounts after all just debts have been paid will be turned over to the Penn Yan Public Library. Friends' income, expenses and end of year assets are reported on PYPL's US Tax Form 990.

Officers

The officers of the Friends are a Chairperson, Secretary, Treasurer, and Membership Secretary. The Executive Committee will appoint members-at-large to the Executive Committee for two-year terms, commencing at the Annual Meeting, and shall fill vacant positions by appointment until the next Annual Meeting.

The control and executive power of the Friends shall be vested in the Executive Committee that consists of the elected officers, Library Director, and members-at-large. The Executive Committee shall have authority to transact business and act as a nominating committee.

The term of office for each officer is two years, commencing at the Annual Meeting. Officers may serve 2 consecutive terms in the same office or until their successors take office.

Duties of the Officers

The Chairperson will preside at the annual meeting and any other meetings. S/he will call other meetings of the Friends as a whole or the Executive Committee, as necessary.

The Secretary will keep the minutes of all meetings and have custody of all records. The Secretary will attend to all correspondence authorized by the Executive Committee, or the Chairperson.

The Membership Secretary will thank all new Friends and those who contribute above the basic membership amounts.

The Treasurer will deposit all monies from dues and other sources, pay all bills, and keep full and accurate account of receipts and disbursements.

Meetings

An annual meeting will be held in the First Quarter of the calendar year. Reports of officers will be presented at this meeting and a slate of officers will be presented for election and installation, as required. Any other necessary business may be transacted.

The Executive committee will meet the first Thursday of each month and make all decisions for the Friends. These meetings are open to the membership.

Committees

Committees for specific purposes may be formed as the need arises and will disband when each task is completed.

The Executive Committee will approve expenditure of Friends' money for specific projects. Together with the library staff, they may develop ideas for programs and projects, and see that they are carried out.

Amendments

These By-laws may be amended at any Annual Meeting of the Friends following 15 days notice to the current members.

Adopted and approved at the Friends' Annual Meeting – March 28, 2013

Frederick J. Smith, Secretary