

**BYLAWS OF
THE FRIENDS OF THE YPSILANTI DISTRICT LIBRARY
(amended June 26, 2017)**

ARTICLE I. NAME AND PURPOSE

- Section 1. The non-profit organization shall be known as the Friends of the Ypsilanti District Library (Friends).
- Section 2. The purpose of the Friends shall be to stimulate community interest in the Library; work for the expansion and improvement of library facilities; give financial and other assistance for the improvement of services; administer designated memorial funds; and encourage gifts, donations, and bequests for library purposes.

ARTICLE II. MEMBERSHIP

- Section 1. Membership in the Friends shall be open to all who approve of the purposes of the organization and pay annual dues.
- Section 2. Types of membership shall be: Friend, Contributing, Benefactor, and Patron. Dues shall be established at the annual meeting.

ARTICLE III. MEETINGS

- Section 1. The annual meeting shall be held in January of each year. Written notice of time and place shall be mailed to all members at least ten (10) days prior to the meeting.
- Section 2. The yearly schedule of regular meetings of the Board of Directors shall be set at the annual meeting. There shall be at least four (4) regular meetings per year.
- Section 3. Special meetings can be called at any time by any member of the Board of Directors. Written notice of time, place, and agenda must be given at least one (1) week prior to the meeting.
- Section 4. A minimum of five (5) board members must be present to establish a quorum for conducting business at any regular or special meeting. A minimum of six (6) board members shall be present for the annual meeting.

ARTICLE IV. BOARD OF DIRECTORS

- Section 1. There shall be a ten (10)-member Board of Directors who shall govern the business of the Friends and shall serve staggered three (3) year terms. Each member of the Friends of the Ypsilanti District Library Board of Directors shall be an active members of the Friends.
- Section 2. At annual meetings in 2004 and every third year thereafter, four (4) directors will be elected by a majority voice vote of the paid membership present. At all other annual meetings, three (3) directors will be elected by a majority voice vote of the paid membership present.
- Section 3. The President of the Board shall appoint a nominating committee 60 days prior to the annual meeting to present the slate of Director Nominees. Additional nominations may be made from the floor at the annual meeting with the consent of the nominee.
- Section 4. Any vacancy that occurs before a term expires shall be filled by a consensus of the Board.
- Section 5. Only the Board can conduct the business of the organization and is the sole recognized authority for the Friends. The directors shall act only as a Board and an individual board member shall not have power to conduct business on the Friends' behalf.

ARTICLE V. OFFICERS

Section 1. The officers shall be President, Vice President, Secretary, and Treasurer and shall be members of the Board of Directors. They shall be elected at the first regular meeting of the year for the Board of Directors. The President of the Board shall appoint a nominating committee, 60 days prior to the first regular meeting to present a slate of Officer Nominees. Additional nominations may be made from the floor with the consent of the nominee.

Section 2. Duties and responsibilities of officers:

The President shall plan for and preside at all annual, regular, and special meetings and shall perform duties as determined by the Board.

The Vice President will assume all duties and responsibilities of the President in the absence of the President.

The Secretary shall prepare minutes of all meetings, handle all correspondence, and maintain the Friends' records.

The Treasurer shall receive all monies, maintain financial records, disburse funds in accordance with decisions made by the Board, present financial reports at all Friends' meetings, and serve as Finance Committee Chair.

ARTICLE VI. BUDGET AND FISCAL YEAR

Section 1. The fiscal year of the Friends shall be the calendar year, January 1-December 31.

Section 2. A budget outline will be presented at the annual meeting by the Finance Committee for financial planning purposes.

Section 3. Monies raised by the Friends shall only be used for the support of the Library mission and the costs associated with operating the Friends organization.

ARTICLE VII. GIFTS

The Board may accept or reject on behalf of the Friends any contribution, gift, service, bequest or device for general or specified purposes.

ARTICLE VIII. COMMITTEES

Section 1. The President may appoint committees to conduct activities of the Friends or to assist the Board of Directors.

Section 2. Standing Committees shall be Membership, the Book Sale, Friends Shop, Fundraising, and Finance Committees.
The Finance Committee shall consist of the Treasurer and two other Board members.

ARTICLE IX. AMENDMENTS

Amendments of the Bylaws shall be made by a majority vote of the paid members present at either an annual or regular meeting. Written notice of any changes shall be mailed to the paid membership at least ten days before the meeting.