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Please note:  
This document is intended as a sample of possible bylaws for a Friends of the Library group in Vermont. This is not a legally binding document, nor does it constitute legal advice. Before approving or changing any bylaws, an organization should seek legal counsel.

sample bylaws

Sample Bylaws for Friends of the Library

Vermont Friends of the Library Sample Bylaws

ARTICLE 1: Name

The name of this organization shall be “Friends of the [Library Name].”

ARTICLE 2. Purpose

Section 1. The purpose of this charitable nonprofit, volunteer-led organization is to provide an avenue for private citizens to advocate and provide support for the [Name of Library]. This organization shall:

1. Maintain an association of individuals interested in supporting the Library.
2. Support the Library through activities and raising of supplementary funds.
3. Cooperate with the Board of Trustees and Director.
4. Act as a liaison between the community and the Library.
5. Increase public awareness and support of the Library.
6. Assist in the development, promotion, and completion of Library services, facilities, and programs.
7. Coordinate all activities with the Library staff.
8. [Add any detail unique to your organization and how Friends provide support.]

Section 2. Friends do not perform a policy-making role for the Library; however, they may communicate their views to the Trustees. The Friends are obligated to provide support to the Library and the Board of Trustees decisions, and the Trustees must encourage and promote the activities of the Friends.

ARTICLE 3. Membership

Section 1. Membership shall be open to all individuals interested in the well-being of the Library. Dues shall be voluntary. Library trustees and staff are permitted to be non-voting general members and may attend meetings and activities; Library trustees and staff shall not serve on the Executive Board with the exception of one designated representative who shall serve in a nonvoting capacity and provide a report on Library activities at meeting.

ARTICLE 4. Officers and Executive Board

Section 1. This organization shall have the following officers: President, Secretary, and Treasurer. Officers will be voted in by the membership at the Annual Meeting for a term of one year with a limit of two consecutive terms.

Section 2: The Executive Board shall consist of the Officers and four members of the organization. Executive Board members shall be selected by the organization’s members every odd-numbered year. No Executive Board member shall serve more than two consecutive terms on the Board.

Section 3. If a seat becomes vacant, the Executive Board shall select a replacement for the remainder of the term.

Section 4. Executive Board meetings shall be held a minimum of four (4) times per year. Special meetings may be called by the President. Meeting dates and times must be announced at least 24 hours prior to a meeting and the agenda must be posted at the Library and circulated electronically. A majority of members constitutes a quorum. The Executive Board may adopt or terminate programs as necessary to the purpose and objectives of the Friends within the confines of Executive Board meetings.

Section 5. No compensation shall be paid to the Executive Board for their services as members of the Executive Board. This section shall not prevent reimbursement of expenses, reasonably incurred, by the Executive Board pursuant to the performance of their duties.

Section 6. The Executive Board shall appoint ad hoc committees on an as needed basis to perform work and activities required for the purpose and function of the Friends.

ARTICLE 5. Duties of Officers

Section 1. The President shall prepare the agenda, announce and run meetings of the Executive Board and Annual membership meeting, appointment committee Chairs, and perform other duties appropriate to the office.

Section 2. The Secretary shall record and distribute minutes of Executive Board meetings and Annual membership meetings. Minutes shall include a list of attendees.

Section 3. The Treasurer shall maintain a record of fiscal activities of the Friends, prepare financial reports to the Executive Board, and prepare an annual report to provide to the membership.

ARTICLE 6: Amendments

Section 1. Amendments to these by-laws may be made at any meeting of the Executive Board by a two-thirds vote of those present and confirmed at the next annual membership meeting.

Section 2. All amendments shall be posted at the Library at least two weeks before the Annual Friends meeting.

ARTICLE 7: Parliamentary Procedure

Robert’s Rules of Order shall govern the proceedings of this organization, except when in conflict with these bylaws.

ARTICLE 8: Dissolution

The Friends of the Library may be disbanded by a two-thirds vote of the membership. Any remaining assets (funds, property, goods, etc.) will be transferred to the Library.

*Adopted:*