

BYLAWS

Friends of the Trone Memorial Library

ARTICLE I: Name and Purpose

- Section 1. The name of this organization, hereafter referred to simply as "Friends of the Library," shall be Friends of the Trone Memorial Library
- Section 2. The purpose of this organization shall be:
 - To encourage membership and to maintain an association of people interested in development of the Jean Barnett Trone Memorial Library (herein referred to as "Library").
 - To support state library and friends of the library organizations in achieving improved library services throughout Pennsylvania.
 - To stimulate gifts to the Library, including endowments and bequests.
 - To organize fundraising projects to provide funds for the Library.
 - To organize and support community programs and/or events that enhance and raise awareness of the services of the Library.
 - To operate a Friends Bookstore.
- Section 3. The Friends shall be a non-profit organization.
 - The following is organizational language required by the IRS for affiliation with Pennsylvania Citizens for Better Libraries, the State Friends Organization:
 - This corporation is organized and operated exclusively for charitable purposes within the meaning of section 507(c)(3) of the Internal Revenue Code.
 - No part of the net earnings of the organization shall inure to the benefit of or distributable to its members, trustees, officers, or other private persons. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
 - Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 507(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 770(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
 - Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligation of the corporation, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax exempt status under section 507(c)(3) of the Internal Revenue Code.

ARTICLE II: Membership, Dues, and Fiscal Year

- Section 1. There shall be 4 classes of membership: (a) Student/Senior (60 years of age or older), (b) Individual Member, (c) Family, and (d) Business/Organization Member. The annual contribution for such membership shall be recommended by the Board of Friends of the Library for approval at a meeting held during the spring quarter.
- Section 2. Annual contributions are payable during the fiscal year.
- Section 3. The fiscal year shall be from January 1 to December 31 of each calendar year.

ARTICLE III: Board

- The Board shall consist of the elected officers, the chairpersons of the standing committees (or their designated alternates), At-Large members and Emeritus. The Trustees of the Library (or designated representative) and Library Director (or a designated representative) shall be non-voting members. The Board shall have the power to transact all business arising between annual meetings of the organization.

ARTICLE IV: Officers – Their Election and Duties

- Section 1. Officers:
 - The officers shall be a president, vice-president, secretary and treasurer. They shall be elected for two-year terms and elected at the Annual Membership Meeting.
 - Persons wishing to be considered for serving as an officer should express a desire to the Board at least two months prior to the Annual Membership Meeting.
 - In the event that there is more than one person seeking a single office, a notice of such an event will be given to the membership one month prior to the Annual Membership Meeting.
- Section 2. Duties:
 - President – Shall preside at all meetings and appoint all standing and special committees. Shall perform all duties usually pertaining to the office of president and shall have the power, with the approval of the Board, to fill all elected vacancies for the remainder of the unexpired terms.
 - Vice-President – Shall assist the president and, in the absence of the president, shall perform the duties of the president.
 - Secretary – Shall keep correct minutes of the proceedings of all meetings and shall be the custodian of all records excepting such as are specifically assigned to others. Shall conduct the correspondence of the organization.
 - Treasurer – Shall receive all dues and be the custodian of all monies of the organization. Shall deposit all monies in a responsible manner and shall pay all bills authorized by the Board. Shall submit a report at each duly constituted meeting.

ARTICLE V: Committees

- The standing committees shall be membership, marketing, Friends Bookstore, and fundraising.

ARTICLE VI: Meetings

- Section 1.
 - The Annual Membership Meeting shall be held in May.
 - The Board shall meet before each Annual Membership Meeting and at other times by call of the president after notification of all Board members.
- Section 2. Board Meetings:
 - A quorum shall consist of any number present after due notice of the meeting has been given.
 - A majority of those present is sufficient to pass any motion.

ARTICLE VII: Finance

- Section 1. All income of the Friends, excluding the nominal operating expenses, shall be used for the benefit of the Trone Memorial Library.
- Section 2. The treasurer's books shall be audited or reviewed by a CPA or Public Accountant as required by State Registration. At the Annual Membership Meeting, the CPA's/Public Accountant's report would be available for anyone to read. Also, at the Annual Membership Meeting, the treasurer shall give a brief summary of the audited report in addition to a current year-to-date report.

ARTICLE VIII: Procedure for Amending Bylaws

Amendments to these bylaws may be made by a majority vote of the Board at any regular or special meeting provided that due notice of the proposed change is given to the members and is stated in the notice of meeting given to the Board. A quorum of a simple majority of sitting Board members will be required.

ARTICLE IX: Parliamentary Authority

All procedures, duties, etc. not covered directly in these bylaws should follow the form prescribed in Robert's Rules of Order.

Approved 03/01/21