

**FRIENDS OF THE JONES COUNTY LIBRARIES
BY-LAWS**

ARTICLE I NAME

SECTION 1. The name of this organization shall be Friends of Jones County Public Libraries.

ARTICLE II PURPOSE

Section 1. The purpose of this organization is as follows:

1. To maintain a non-profit association of persons interested in libraries.
2. To conduct fundraising to help meet needs of the libraries.
3. To provide support for special libraries projects.
4. To seek gifts and endowments for the libraries.
5. To advocate for the libraries.

ARTICLE III MEMBERSHIP AND DUES

Section 1. All members of the general public, regardless of residence, are welcome as members of the Friends upon payment of annual membership dues.

Section 2. Annual dues shall cover the period of the fiscal year, January 1 through December 31.

Section 3. Members shall be entitled to one vote each at the Annual Membership Meeting, provided dues for the fiscal year have been paid.

Section 4. A copy of the membership list will be given to the libraries to enter in the library's automation system so that Friends may receive any additional benefits as Friends members.

Section 5. The Friends organization shall maintain affiliation with the Friends of Mississippi Libraries, Inc.

ARTICLE IV OFFICERS

Section 1. The officers shall consist of President, Immediate Past President, Secretary, Treasurer, Public Relations Officer, and two (2) Members at Large.

Section 2. The officers shall be members of the Friends of the Jones County Libraries. The Executive Board (as defined in Article V) shall nominate the officers. The nominations shall be submitted with the consent of the nominees at the Annual Membership Meeting. Additional nominations may be made from the floor with the consent of the nominees.

Section 3. Officers shall be elected for a two-year term by a majority vote of those present at the Annual Membership Meeting. No one may serve more than two (2) successive terms in the same office.

Section 4. In the event of a vacancy in any elected position, the Executive Board by a majority vote may elect a member to fill the position for the unexpired term.

Section 5. The duties of the officers shall be as follows:

- **PRESIDENT:** The President shall preside at all meetings of the Friends, appoint committee Chairpersons, represent the organization, and call special meetings as necessary.
- **IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall perform the duties of the President in the absence of the President.
- **SECRETARY:** The Secretary shall record the minutes of all meetings of the organization, including a record of attendance and maintain permanent records of the Friends activities. The Secretary shall also conduct the correspondence of the organization.
- **TREASURER:** The Treasurer shall keep and maintain the financial records of the organization, collect dues, and disburse funds as advised by the Executive Board. A financial report shall be submitted at each meeting. The Treasurer shall issue a summary Financial Report at the annual meeting based on the fiscal year activities. The treasurer shall be the presiding officer of the Audit Review Committee. The Executive Board shall appoint the Audit Review Committee as needed.
- **PUBLIC RELATIONS OFFICER:** The Public Relations Officer shall promote awareness of Friends of the Jones County Libraries following the public relations guidelines of the Friends and the Library System. This person shall work together with the Friends' liaison. The duties shall include, but are not limited to, maintaining social media accounts, taking pictures of Friends activities and events, submitting articles to newspapers, providing an article for the Library System's newsletter and coordinating the release of event and activity announcements.
- **MEMBERS AT LARGE:** The Member at Large shall actively participate in recruitment and retention of members, serve as liaison to various groups and organizations, and review agendas and supporting materials prior to meetings.

ARTICLE V THE EXECUTIVE BOARD

Section 1. The Executive Board shall be defined as the officers of the Friends.

Section 2. Vacancies arising on the Executive Board shall be filled by appointment made by a majority vote of the remaining members.

Section 3. Meetings of the executive board shall be held monthly on a day and time to be decided.

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

Section 5. The Library Director and/or the designated representative shall be an Ex-Officio member of the Executive Board of the Friends, with the privilege of attending all meetings of the organization. This is a non-voting position.

ARTICLE VI COMMITTEES

Section 1. Book Sale: The book sale committee shall sort and price books for placement on the Friends' designated sale shelf, maintain the sale shelf, and perform other duties as needed.

Section 2. Social: After the Friends Executive Board has approved a program or event, the social committee shall facilitate the presentation of the event and perform other duties as needed.

ARTICLE VII MEETINGS

Section 1. An Annual Membership Meeting shall be held on the third Thursday of January. Members shall be notified in writing, by phone, or electronically at least two (2) weeks prior to the date of the meeting. This meeting shall be announced to the public through newspaper or social media and shall be posted in both libraries.

Section 2. The President or any three (3) Executive Board members may call special meetings. Written notice of the time and place of the meeting shall be given at least two (2) days prior to the meeting and must specify the purpose of the meeting.

ARTICLE VIII FUNDS

Section 1. Dues shall be payable annually and shall become due on January 15.

Section 2. All funds shall be deposited into the account of, or invested in the name of, Friends of Jones County Public Libraries. The treasurer as authorized by the Executive Board shall disburse the funds.

Section 3. The treasurer shall present a financial report at the Annual Membership Meeting.

Section 4. Liability Clause: Liability of members for acts, debts, liabilities, or obligations of corporation pursuant to MS Code § 79-11-181. A member of a corporation is not, as such, personally liable for the acts, debts, liabilities, or obligations of the corporation. All liability of the Friends of Jones County Libraries shall be limited to its deposited funds.

Section 5. No part of the funds of the organization shall be used to benefit any member of the Friends organization.

ARTICLE IX DISSOLUTION

Section 1. Disposition of Debts
In the event of the dissolution of the Friends of Jones County Libraries and prior to the completion thereof, all liabilities and obligations of the organization shall be paid, satisfied, and discharged.

Section 2. Disposition of Assets

In the event of the dissolution of the Friends of Jones County Libraries as an organization, all assets accrued by the organization shall be distributed in whole to the Laurel-Jones County Library System as the affiliated organization.

ARTICLE X AMENDMENTS

Section 1. Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification of each member in writing or electronically at least two (2) weeks before the meeting at which the voting is to take place.

ARTICLE XI PARLIAMENTARY PROCEDURE

Robert's Rules of Order (newest revision) shall be used as a guide for meeting of Friends of Jones County Libraries except when in conflict with these bylaws.

Certification:

I certify that the foregoing is a true and correct copy of the bylaws of the above-named organization and duly adopted by the members on _____.

Friends of Jones County Libraries

By: _____
Co-President

By: _____
Co-President

By: _____
Secretary

Adopted:
Amended: