

BYLAWS
of
FRIENDS OF THE MOTT LIBRARY
(Formed under the Foundation for Mott Community College)

Article I. Name

The name of this organization shall be Friends of the Mott Library (herein after referred to as “Friends”).

Article II. Mission

Friends of the Mott Library is an association of persons with an interest in promoting the services, improving the facilities, and responding to the needs of the Mott Community College Library.

Article III. Membership and Dues

Section 1. Person(s) may become a member upon payment/payroll pledge of annual dues in one of the following categories:

Gift	Membership
\$ 10	Pearl
\$ 25	Opal
\$ 50	Emerald
\$ 75	Sapphire
\$ 100	Ruby
\$ 250	Diamond

Section 2. Each member shall be entitled to one vote.

Article IV. Election of Officers and Board of Directors

Section 1. The officers shall be President, Vice-President and Recording Secretary, elected as hereinafter provided. Non-elected officers include Ex officio [Library Director] and Secretary-Treasurer [Administrative Assistant] which are held by library personnel, and Past President held by previous Friends President.

Section 2. Nominations for officer and director vacancies shall be presented by a special nominating committee of at least three, to be appointed by the President. Nominations from the floor will be invited; no one shall be nominated without their consent.

Section 3. Officers and directors shall be elected by majority vote of those present at the annual meeting for a term of one year.

Section 4. President shall appoint a current Board member to fill an officer vacancy. Such appointments shall be approved at a regular meeting of the Board.

Section 5: All elected Officers and Board of Directors must be dues paying members.

Article V. Duties of Officers

Section 1. President: Preside over meetings, create and appoint all committees and be an Ex officio member thereof, except as limited herein.

Section 2. Vice-President: Perform the duties of the President in the absence or resignation of the President.

Section 3. Recording Secretary: Record and take minutes at the meetings of the Board, the Executive Board, and the general membership.

Section 4. Secretary-Treasurer [Administrative Assistant]: Responsible for maintaining: financial records; membership directory; and notifying members of the meeting time and place. Also responsible for the correspondence of the organization.

Section 5. Ex officio [Library Director]: Acts as counsel to the Officers and the Board; chairs the Financial Committee; disperses funds.

Section 6. Past President: Acts as counsel to the Officers and the Board.

Article VI. Board of Directors

Section 1: In addition to the Executive Officers, the Board shall consist of not less than 9, nor more than 15, members. (This number does not include the positions of Ex officio and Secretary/Treasurer, which are held by library personnel, and Past President.) At any time during the year, should Board membership numbers fall below 9, the President may make an interim appointment for the remainder of that term. In all other cases, recruitment will take place annually as stipulated in Article IV.

Section 2. A majority of the members who are present shall constitute a quorum for the transaction of business.

Section 3. Meetings of the Board shall be held at least twice a year. Special meetings may be called by the President, by petition of the Library Director, or by a majority of the Board. Issues of immediate importance may be discussed and/or voted on via telephone or email.

Section 4. The Board shall have the authority to request creation of committees consistent with the purpose of this organization.

Section 5. Meeting cancellations shall be made in a timely fashion.

Article VII. General Membership Meetings

Section 1. An annual membership meeting shall be held in the month of May on a date to be determined by the Board President. Members shall be notified in writing at least two weeks prior to the date of the meeting.

Section 2. A special meeting of this organization may be called at any time by the President, by petition of the Library Director, or by a majority of the Board.

Section 3. Meeting cancellations shall be posted in the library no later than 24 hours prior to such meeting.

Article VIII. Funds

Section 1. All Friends of the Mott Library funds shall be held by the Foundation for Mott Community College in a fiduciary capacity.

Section 2. The Finance Committee shall provide a budget which will include projected annual revenue and expenditures for approval.

Section 3. Funds shall be disbursed by the Secretary-Treasurer with the approval of the Library Director and Board President.

Section 4. The Secretary-Treasurer shall provide a financial report at Board and general membership meetings.

Section 5. In between regular Board meetings, officers of the Board may approve unanticipated library expenditures of up to \$500.00. A majority vote prevails.

Article IX. Amendments

Section 1. Bylaws amendments and meeting notification shall be mailed to the general membership at least two weeks prior to the meeting. A two thirds vote of those present is required for approval.

Article X. Parliamentary Procedure

Section 1. **Robert's Rules of Order, Revised**, when not in conflict with these bylaws, shall govern the proceedings of this organization.

Adopted
3/15/90

Revised
5/29/98, 1/16/03, 5/15/03, 5/20/04, 5/19/05, 5/20/10