

Friends of Hardeeville Community Library

By-Laws

Article I: Name

In accordance with the South Carolina Charitable Organization, dated June 20, 2024, the name of this organization is Friends of Hardeeville Community Library. For the purpose of these By-laws, the organization shall be known as the Friends. The Friends is qualified and operates as a tax-exempt organization under Section 501 © (3) of the Internal Revenue codes.

Article II: Purpose

The Purpose of the Friends shall be to promote literacy and reading in Hardeeville including the Hardeeville Community Library in the following ways:

- (1) Volunteers raise money to supplement library funding for programs, services, and materials.
- (2) Bring public and community attention to the library.
- (3) Stimulate the use of the library's resources and services.
- (4) Support and cooperate with the library in developing library services and facilities for the community.

Article III: Membership

Section 1, Eligibility: Membership shall be open to any individual.

Section 2, Dues: There shall be a membership fee established by the Executive Board. Annual membership is 12 months from the month purchased.

Section 3, Privileges: Members shall be entitled to attend all general meetings of the Friends. Each member shall be entitled to one (1) vote on proposals brought up for vote at meetings, special meetings, or through written communication such as emails. Members shall have other entitlements as agreed to by the Executive Board.

Article IV: Meetings

General meetings will be held quarterly at Hardeeville Community Library. Members shall be notified in writing (email, notice at the library or posted on social media) one month before the scheduled meeting.

The Executive Board will meet quarterly prior to any quarterly general meeting. Special meetings can be called as necessary.

Article V: Officers and Elections

Section 1, Officers: The Officers of the organization shall consist of President, Vice-President, Treasurer, and Secretary.

Section 2, Elections: Officers shall be nominated and elected by a majority vote of those present at the fourth quarter meeting and take office in July. Each officer will serve a term of 2 years and may be re-elected to the same position.

Section 3, Executive Board: The Executive Board is comprised of all the Officers of the organization.

Section 4, Early Resignation: Should any officer need to resign before their elected term is up, they will inform the organization as soon as possible in writing.

Section 5, Mid-Year Vacancy: In the event of a vacancy of an Officer the Executive Board shall elect a new member to serve in the vacant role until the next election period where they may be re-elected or someone else may be elected.

Article VI: Amendments

These By-laws may be amended at any general meeting by two-thirds (2/3) vote of those present and voting, provided the amendment has been submitted in writing to the Executive Board at least five business days prior to the general meeting. By-laws will be reviewed annually at the first quarter general meeting.

Article VII: Fiscal Matters

Section 1, Fiscal year: Will be by calendar year from July - June.

Section 2, Budget – Will be approved by the Executive Board of the current fiscal year and will be presented at the first quarter general meeting.

Section 3, Annual fiscal review of accounts, income and expenditures: An annual review will take place for the preceding year conducted by a dues paying member that is not the Treasurer and results presented at the first quarter general meeting.

Section 4, Financial status reports: An updated financial status report will be given at each general meeting and every Executive Board meeting.

Section 5, Records: The official financial records of the organization shall be maintained at Hardeeville Community Library in a secure cabinet.

Article VIII: Parliamentary Procedures

All meetings of the Friends shall be governed by Robert's Rules of Order newly revised.

Article IX: Dissolution Clause

In the event of dissolution of the Friends, all assets of this organization shall be donated to the Hardeeville Community Library, or if that entity is no longer in existence, it shall be donated to any Friends Organization or library in the AHJ library system.