

FRIENDS OF THE ADA COUNTY DISTRICT LIBRARY, INC.

Ada Lake Hazel Library

10489 W Lake Hazel Rd.

Boise, ID 83709

208-297-6700

Ada Victory Library

10664 W Victory Rd.

Boise, ID 83709

208-362-0181

BY-LAWS OF THE FRIENDS OF THE ADA COUNTY DISTRICT LIBRARY, INC.

Approved by the Friends Board — Date: February 8, 2024

ARTICLE 1: NAME

1.1 The name of the organization shall be: FRIENDS OF THE ADA COUNTY DISTRICT LIBRARY, INC.

1.2 This organization is a Non-Profit 501(c)(3) Corporation as designated by the Internal Revenue Service.

ARTICLE 2: PURPOSE

2.1 The purpose of the Friends of the Ada County District Library, Inc. is to support the libraries and enrich the local community.

ARTICLE 3: MEMBERSHIP

3.1 Membership shall be open to all who pay the annual membership fee.

3.2 Each member has one vote per election/ballot item.

3.3 Membership is for one (1) year and is renewable.

3.4 Membership fee can be waived for any reason the Friends Board determines.

3.5 Dues are established by the Friends Board and can be changed by a vote.

ARTICLE 4: GOVERNING BODY

4.1 The Friends Board consists of:

4.1.1 The officers (President, Vice President, Secretary, Treasurer).

4.1.2 Additional Directors as deemed necessary by the Friends Board.

4.2 There shall be one (1) Library Liaison from each of the two branches.

4.2.1 The Library Liaisons do not vote at the Friends Board meetings unless there is a tie.

4.2.2 In the case of a tie, the two (2) Library Liaisons may break the tie with a vote.

4.2.3 If there is still a tie after the Library Liaisons vote, the Library Director may break the tie with a vote.

ARTICLE 5: OFFICERS

5.1 Officers shall be elected by a simple majority of Friends members at the annual meeting, or, in the case of a vacancy, by a vote of the Friends Board.

5.2 Officers and their duties shall be as follows:

5.2.1 President

5.2.1.1 Shall preside over all meetings

5.2.1.2 Appoint special committees as needed

5.2.2 Vice President

5.2.2.1 Assume the duties of the President in their absence

5.2.2.2 In the event the President is absent, the Vice President shall act

5.2.3 Secretary

5.2.3.1 Take minutes of meetings and provide copies to the Friends Board

5.2.3.2 Send notifications of meetings as directed by the President

5.2.3.3 In the event the Vice President is absent, the Secretary shall act

5.2.4 Treasurer

5.2.4.1 Keep all financial records

5.2.4.2 File tax reports

5.2.4.3 File the annual financial report

5.2.4.4 Sign checks

A term is two (2) years.

ARTICLE 6: BOARD MEETINGS

6.1 The date of the next board meeting is determined at each meeting, and a reminder is sent by the Secretary prior to that meeting.

6.1.1 Board meetings may also be scheduled as needed throughout the year with notice given to Friends Board members by the President.

6.1.2 Friends Board meetings are open to all Friends members.

6.2 There will be an annual membership meeting held at the first of the year.

6.2.1 Notice of annual meetings shall be given to each member by email or by physical address when no email address is provided. Final notice of the meeting shall be given between 30 and 7 days before the annual meeting.

6.2.2 Annual meetings are open to the public.

ARTICLE 7: FISCAL YEAR

7.1 Friends of the Ada County Library, Inc. funds shall be deposited to the Friends account.

7.2 Funds shall be dispersed by the treasurer as authorized by the Friends Board.

7.3 The fiscal year shall be from October 1st to September 30th.

ARTICLE 8: AMENDING BY-LAWS

8.1 By-laws shall be amended by a vote of the Friends Board members.

ARTICLE 9: DISSOLUTION STATEMENT

9.1 In the event of dissolution of the Corporation, the assets shall be distributed to the Ada County Library, for a public purpose.

ARTICLE 10: RULES OF ORDER

10.1 Roberts Rules of Order are used as a guide.