

Friends of the Summit County Libraries, Inc. Bylaws
Original Bylaws Ratified by Friends of the Summit County Libraries in April 1977
Amended Bylaws Approved by Friends of the Summit County Libraries on October 14, 2020

Article I: Name and Offices

Section 1. The name of the organization is Friends of the Summit County Libraries, Inc. The business of the corporation is conducted as Friends of the Summit County Libraries, Inc. or as the Friends.

Section 2. The principal office of Friends of the Summit County Libraries is located in the Town of Frisco, County of Summit, and State of Colorado. The Corporation may also have such offices at other locations within or without the State of Colorado, as the Officers may determine from time to time.

The address of the organization is Friends of the Summit County Libraries, Inc., P.O. Box 85, Frisco, CO 80443.

Article II: Purpose and Mission

Section 1. Friends of the Summit County Libraries, Inc. is a non-profit corporation and is operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

The purpose of this organization is to:

- Encourage understanding and appreciation of the work and the role of Summit County Library in the community.
- Encourage literacy in the community.
- Increase community awareness, use, and support of libraries.
- Encourage volunteer support for Summit County Library's purpose, mission, and activities.
- Facilitate technological changes in Summit County Library's dissemination of information.
- Facilitate the education of the public regarding local culture, history, environment, and lifestyle.
- Support appreciation for and development of Summit County Library's staff.

Section 2. The mission of this organization is:

- Through advocacy, funding, and volunteer support, assist the Summit County Library in fulfilling its mission of giving everyone in our community a welcoming environment and opportunities to search, connect, and enjoy lifelong learning.

Article III: Membership

Section 1. Membership is open to all individuals, businesses, and organizations that support the purpose and mission of Friends.

Section 2. Each individual, business, or organization who is an active member is entitled to one vote. An active member is an individual, business, or organization current on annual dues, paid in the anniversary month of the previous payment. A business's and an organization's voting member is a single representative present at the meeting where the vote takes place.

Section 3. Annual dues and categories of membership are determined by the Officers of the organization.

Article IV: Meetings

Section 1. Friends meets monthly, as needed, to receive various reports and to enact other business.

Section 2. Special meetings of the membership may be called by the President or by the majority of the Officers then in office.

Section 3. All meetings of Friends are open to all members for information, discussion, and voting. Any member who may derive personal profit or gain, directly or indirectly, is prohibited from voting on an issue which may provide such benefits.

Section 4. For voting to occur, a quorum is required. A quorum is defined as more than 50% of the Officers.

Section 5: A vote by e-mail, generated by the President, is permitted, as needed.

Section 6: No notice is required for regular meetings of the membership for which the time and place have been fixed. Written, oral, or any other method of notice of the date, time, place, and purpose shall be given for special meetings of the Officers in sufficient time for the convenient assembly of the Officers.

Article V: Officers

Section 1. Officers of the organization are:

- President.
- Vice-President.
- Secretary.
- Treasurer.
- Membership Lead.
- Fundraising Lead.

The expectation is that Officers are members of the organization and serve a minimum of two years; Officers may be re-elected.

Section 2: The Officers have the right to appoint a successor to fill any vacancy occurring in any office for the unexpired portion of the term. The successor is chosen and appointed with a majority vote of the Officers to serve as an active voting member through the remainder of the term.

Section 3. Any Officer of the organization may resign at any time by giving notice to the President or the Vice-President of the organization.

Section 4: Any Officer may be removed by a unanimous vote of the remaining Officers at a special meeting called for that purpose. A notice of at least ten days shall be given to all Officers of any meeting during which the removal of an Officer is voted upon.

Section 5: There may be additional Officers elected with such duties and responsibilities as the Officers determine.

Article VI: Duties of Officers

Section 1. The President presides at all meetings, appoints all committees, and carries out any other duties connected with the office.

Section 2. The Vice-President, or an appointee of the President, assists the President, and in the absence of the President performs the duties of the President.

Section 3. The Secretary records attendance and minutes of meeting proceedings; in addition, the Secretary is responsible for preservation of all organization meeting records, excluding financial records. The Secretary manages Friends' correspondence, including meeting notices and thank you notes.

Section 4: The Treasurer is the custodian of the Friends' funds, and administers all funds as directed by the Officers. The Treasurer keeps all financial records, makes monthly written reports to the Officers, and submits an annual report at the end of the year. The Treasurer prepares and submits reports required by law.

Section 5: The Membership Lead keeps records of all members of the organization, sends annual renewal notices, and works to increase membership by promoting the Friends' purpose and mission within the community.

Section 6: The Fundraising Lead explores all avenues available to raise funds to support Friends in their purpose and mission. Once fundraising opportunities have been identified, the Fundraising Lead then coordinates the activities related to those opportunities, including arranging for volunteers if needed.

Article VII: Committees

Section 1. The President may appoint such committees as may be needed from time to time. Members and leads of the committees are appointed by the President, with the approval of the Officers. The duties and tenure of these committees depends on their purpose.

Section 2. Committee reports are presented to the membership monthly, as needed.

Article VIII: Amendments to the Bylaws

Section 1. These Bylaws may be amended at any membership meeting of Friends by a two-thirds vote of the members present, providing that notice of such proposed amendments have been sent to all members at least ten days before said meeting.

Article IX: Fiscal Year

Section 1. The fiscal year of the organization is January 1 to December 31.

Article X: Activities and Dissolution

Section 1. The organization has not been formed for the making of any profit or personal gain. The assets and income of the organization shall not be distributable to or benefit the Officers or

other individuals. The assets and income are used to promote the purpose and mission described in these Bylaws.

Section 2. Nothing contained in the Bylaws is deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization.

Section 3. This organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax. The organization does not endorse, contribute to, work for, or otherwise support or oppose a candidate for public office. The organization is organized exclusively for one or more purposes specified in Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or a similar or like nature to this organization, as determined by the Officers.

Section 4. In the event of the dissolution of Friends, the Officers are responsible for paying all outstanding bills and distributing any remaining assets to the Summit County Library.