

BYLAWS OF THE FRIENDS OF THE CASCADE PARK COMMUNITY LIBRARY

ARTICLE I Name, Affiliation

The name of this organization shall be “Friends of the Cascade Park Community Library”. This organization is affiliated with the Fort Vancouver Regional Library Foundation, a tax-exempt, non-profit corporation registered with the State of Washington RCW 24.03 and operating for charitable purposes under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II Purpose

The purpose of this organization shall be to promote a positive relationship between the community and the Cascade Park Community Library, a branch of the Fort Vancouver Regional Library District; to promote knowledge of, and create interest in the functions of the Cascade Park Community Library. The Friends will sponsor programs, activities and fund-raising events, including used book sales, to promote a positive relationship between the community and the library, and to provide additional funds for books, programs and/or equipment for the library.

ARTICLE III Membership

Section 1. Any individual who is in agreement with the purpose of this organization shall be eligible for membership upon payment of dues. Voting privileges commence at the meeting after the receipt of dues.

Section 2. Annual dues amounts shall be established at least two meetings prior to the end of each fiscal year.

Section 3. Annual dues shall be due and payable on August 15. The Membership Committee shall send renewal notices by mail or email. Non-payment of dues will result in withdrawal of voting privileges.

ARTICLE IV Meetings

Section 1. The meetings of this organization shall be held monthly, the third Saturday of each month except for December in which no meeting shall take place. The Officers may change this at their discretion. Notice of each meeting is to be publicized through appropriate channels at least 48 hours prior to the meeting.

Section 2. Committee meetings may be convened by any Officer of the organization, or may be arranged upon written request to the President.

Section 3. A quorum to conduct meetings and take action shall consist of the members present and at least two Officers.

ARTICLE V Officers

Section 1. The Officers shall consist of the President, Vice-President, Treasurer and Secretary. The terms of office shall be one year, beginning October 1 following their election, and shall be renewable without a maximum limit.

Section 2. The President shall appoint a Nominating Committee at the August meeting. The Nominating Committee shall present a slate of candidates for offices at the September meeting. Nominations may also be made from the floor, provided the nominees have given prior consent. The Nominating Committee may choose to nominate two individuals to share a position.

Section 3. The Officers of the organization shall be elected by a majority of the members present at the September meeting.

Section 4. In the event of a vacancy in any office, the vacancy shall be filled by direction of the remaining Officers. Such appointee shall serve during the unexpired term of the resigning Officer.

ARTICLE VI Duties of Officers

Section 1. President: Shall supervise all activities of the organization; preside over and conduct all meetings of the membership and Officers; call such committee meetings as deemed necessary; shall appoint committee chairpersons; shall serve as *ex-officio* voting member of all committees; shall have authority to unilaterally expend up to \$100.00 for purposes supportive of the organization and shall report such expenditures at the next meeting.

Section 2. Vice-President: Shall perform the duties of the President in the President's absence; shall chair the Membership Committee and welcome new members; shall perform other duties assigned by the President.

Section 3. Treasurer: Shall be responsible for the collection, safekeeping, and expenditure of all funds, securities, and property of the organization; shall be responsible for all financial interactions with the Foundation; shall maintain bank accounts and other depositories designated by the Officers, with all checks requiring two signatures for amounts over \$1000 (signatories are limited to Treasurer, President or Vice-President); shall keep and maintain the financial records of all business transactions; shall present a Treasurer's Report during each meeting of the Membership; shall provide monthly minutes along with a yearly financial report to the Fort Vancouver Regional Library Foundation for the fiscal year beginning July 1 and ending June 30;

shall include a summary of that yearly report during the next regular meeting.

Section 4. Secretary: Shall record attendance; shall record and present minutes of all membership and Officers meetings.

Section 5. Except to the extent specified in the bylaws, no officer of this organization shall act as agent for or otherwise bind this organization in any way whatsoever. No member or group of members nor any person or persons shall have the power to act on behalf of or otherwise bind this organization except to the extent specifically authorized in writing by the President and two other Officers of this organization, or by resolution presented, voted on and passed at a regular meeting of the membership.

ARTICLE VII Miscellaneous

Section 1. The Board of Officers shall appoint a Book Store Manager. Position to be reviewed annually.

Section 2. The President shall appoint *ad hoc* committees as needed or upon the request of at least two Officers.

ARTICLE VIII Amendment of Bylaws

These bylaws may be amended or revised at any regular meeting of the organization by a vote of the majority of those present and entitled to vote, provided that the amendment or revision has been submitted in writing and/or sent via email to the membership for review prior to the monthly meeting. (eg. Bylaws amendments and/or revisions may be submitted as attachments to the monthly meeting email reminders.)

ARTICLE IX Dissolution

Section 1. Dissolution of this organization requires a vote of two-thirds of the members present at a regular or special meeting. A vote for dissolution requires discussion as an agenda item at the previous regular meeting.

Section 2. Upon dissolution, all assets of the organization shall become the property of the Foundation, for the benefit of the Cascade Park Community Library, Vancouver, Washington.

Revised/updated, voted on and accepted as of February 15, 2020.