

# **BYLAWS OF THE FRIENDS OF THE CASCADE PARK COMMUNITY LIBRARY**

## **ARTICLE I Name, Affiliation**

The name of this organization is “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. The Foundation operates for charitable purposes under Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE II Purpose and Activities**

The Friends of the Cascade Park Community Library have a common interest in the quality of our library’s services and its role in the community. The Friends support Cascade Park Community Library by raising funds for programs, materials, and projects that are beyond what the library budget provides and by promoting the library for the benefit of the community. Persons sharing these values may show support by joining Friends of the Cascade Park Community Library.

## **ARTICLE III Membership**

**Section 1.** Any individual who is in agreement with the purpose of this organization is invited to become a Supporter/Member by making a monetary donation of any amount. Voting privileges commence upon the receipt of the donation. Existing lifetime memberships will be honored.

**Section 2.** Supporter/Members will be reminded at least annually to renew their support by making a donation.

## **ARTICLE IV Board of Directors (Officers and Board Members)**

**Section 1.** The Board of Directors consists of the Officers and Board Members with a minimum of seven members.

**Section 2.** Officers will consist of President, Vice-President, Co-Treasurers, and Secretary. The terms of office are two years, beginning October 1. Officers may seek re-election. The officers will have staggered terms. (President/Secretary/Treasurer 1) (Vice-President/Treasurer 2)

**Section 3.** The President will appoint a Nominating Committee at the August meeting with a Member-At-Large acting as the Nominating Committee Chair. The Nominating Committee

will present a slate of candidates to be voted on at the September meeting. Nominations may also be made from the floor, provided nominees have given prior consent.

**Section 4.** Officers of the organization will be elected by a majority of the members present at the September meeting. All Officers are required to have a current background check on file with the FVRL Volunteer Coordinator and have served as an active volunteer and/or attended at least 4 meetings.

**Section 5.** In the event of a vacancy in any office, the vacancy will be filled by direction of the remaining Officers. The appointee(s) will complete the term of the resigning Officer(s).

**Section 6.** Board members will also include committee chairpersons. This may include but is not limited to: Communications Chair, Volunteer Chair, Bookstore Manager, and Member-At-Large. All board members are appointed by the Officers. Board members are required to have a current background check on file. The library branch manager and the Foundation Representative serve as non-voting members of the board.

## **ARTICLE V Duties of Officers**

**Section 1.** President: Supervises all activities of the organization, presides over and conducts all meetings, calls committee meetings as necessary, serves as *ex-officio* voting member of all committees, has authority to unilaterally spend up to \$100.00 in support of the organization, and reports such expenditures at the next meeting.

**Section 2.** Vice-President: Performs the duties of President in the President's absence, sends out renewal notices by e-mail, welcomes new members, maintains the membership roster, and performs other duties assigned by the President.

**Section 3.** Co-Treasurers are responsible for: the collection, safekeeping, and expenditure of all funds, securities, and property of the organization; all financial interactions with the Foundation; maintenance of bank accounts and other depositories designated by the Officers; maintenance and retention of the financial records of all business transactions; preparation and presentation of a monthly Treasurer's Report; preparation of an annual audit report for the Fort Vancouver Regional Library Foundation for the fiscal year beginning July 1 and ending June 30 (which includes meeting minutes and copies of all transactions); presentation of a summary of that yearly report during the next regular meeting.

Note: All checks over \$1000 require signatures of a Treasurer plus one other bank signatory Officer (President, Vice President or Secretary).

**Section 4.** Secretary: Records and presents minutes, including attendance, of all meetings.

**Section 5.** Except to the extent specified in the bylaws, no officer of this organization will act as agent for or otherwise bind this organization in any way whatsoever. No member or group of members nor any person or persons will 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.

**Section 6.** Board members may be removed for cause by a vote of two-thirds of the total number of current board members, at a scheduled meeting at which there is a quorum and as long as the item is on the written agenda and distributed two weeks before the meeting.

**ARTICLE VI  
Duties of Board Members**

**Section 1.** Book Store Manager: Responsible for maintaining the bookstore, finding bookstore volunteers, and tracking bookstore volunteer hours.

**Section 2.** Communications Chair: Responsible for the Newsletter, Social Media, and the Website.

**Section 3.** Volunteer Chair: Responsible for working with the library branch to define volunteer needs, recruit volunteers, and track volunteer hours for all events not including bookstore hours.

**Section 4.** Member-At-Large: A board member whose responsibilities are not fixed but instead vary according to the needs of the Officers. The Member-At-Large will serve as the Nominating Chair and will be responsible for recruiting a new slate of officers for the September vote.

**ARTICLE VII  
Meetings**

**Section 1.** The meetings of this organization will be held the third week of each month except for December in which no meeting takes place. Officers may reschedule meetings at their discretion. Notice of each meeting and the agenda will 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 requires the presence of a majority of the Board of Directors which must consist of a minimum of 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. (e.g. 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 monthly meeting. A vote for dissolution requires discussion as an agenda item at two consecutive monthly meetings prior to the vote.

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

**ARTICLE X  
Statement of Nondiscrimination**

The Friends of the Cascade Park Community Library and its board of directors shall not discriminate on the basis of sex including sexual orientation and gender identity, age, race, religion, national origin, citizenship, disability, marital status, or military status in any of its activities and operations.

Bylaws voted in at the July 18, 2024 meeting.