

THE FRIENDS OF THE YORKVILLE PUBLIC LIBRARY

BYLAWS

The Constitution of the Friends of the Yorkville Public Library last amended on June 13, 2022 is hereby superseded by these Bylaws of the Friends of the Yorkville Public Library.

ARTICLE I

Name

Section 1. The name of the entity shall be Friends of the Yorkville Public Library (Organization).

Section 2. This Organization is located at the Yorkville Public Library, 902 Game Farm Road, Yorkville, IL 60560.

ARTICLE II

Purpose

Section 1. The purpose of this Organization shall be to bring together those people interested in promoting and supporting library services in and around Yorkville, Illinois.

Section 2. The functions shall include the following activities:

- 1) Fundraising for library projects, programs, services, the purchase of special equipment, or other activities as determined by the Organization.
- 2) Volunteering for assistance with library requests as needed.
- 3) Participating in community activities on behalf of the library.

ARTICLE III

Membership

Section 1. Any person, family, or organization interested in the purpose of this Organization may become a member upon the payment of annual dues in effect at the time. Members are known as "Friends."

Section 2. Annual dues for membership and membership categories shall be approved by vote of the Organization at its annual meeting.

Section 3. Membership shall consist of two categories:

- 1) Individual members.
- 2) Family members - Up to two adults and any number of children under the age of 18, all living under the same roof. Family memberships shall have not more than two (2) votes to the adult members.

ARTICLE IV

Meetings

Section 1. The annual meeting of the Organization shall be held once a year on a date and time determined by the Organization. Action on motions shall be decided by a vote of the majority of those present. Notice of the annual meeting shall be sent two weeks in advance of the meeting.

Section 2. All meetings of the Organization shall be open to the public, including non-members, and shall be held at the Yorkville Public Library.

Section 3. Regular meetings of the Organization shall be held monthly unless notice is given to members at least one week in advance.

Section 4. Special meetings of the Organization may be called by the President, two (2) Directors, or on written request of two (2) members. Notice shall be sent at least two weeks prior to the date of the meeting. The business to be discussed shall be stated in the notification to all Organization members.

Section 5: Meetings of the Board of Directors shall take place at least three (3) times a year. Motions shall be carried by a vote of the majority of those present. Notices shall be sent to Directors at least one week before the meeting. Special Board of Directors meetings may be called by the President with at least forty-eight hour notice.

ARTICLE V

Organization Officers and Board of Directors

Section 1. The officers of the Organization shall be a President, Vice President, Secretary, and Treasurer who shall be elected for a term of one year.

Section 2. There will be at least three Directors but not more than 5, and each shall serve for a term of one year.

Section 3. The Library Director is an ex officio member of the Board of Directors.

Section 4. The Organization officers and Directors shall constitute the Board of Directors.

ARTICLE VI

Duties of the Officers and Directors

Section 1. The President shall have executive supervision over the activities of the Organization within the scope provided by these Bylaws and shall preside at all meetings. The President shall report annually on the activities of the Organization and shall appoint, with the approval of the other Organization officers, members of committees.

Section 2. The Vice President shall assume the duties of the President in the event of absence or disability of the President and other duties as determined by Organization officers.

Section 3. The Secretary shall keep the minutes of meetings of the Organization and of the Board of Directors. The Secretary shall distribute a draft of the minutes of the previous meeting prior to each meeting and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the Secretary shall provide a complete set of the official minutes to the Friends Office for long-term retention.

Section 4. The Treasurer shall be responsible for the safekeeping of Organization funds, for maintaining adequate financial records, and for depositing all monies with a reliable banking company in the name of the Organization. A financial report shall be presented at all meetings of the Organization

and Directors. Monies shall be paid out by numbered checks signed by the Treasurer, and any disbursement over \$2500 must be co-signed by the President. The Treasurer will collect membership dues and maintain the membership roster. The Treasurer, in consultation with the Organization officers, shall prepare and present a proposed budget at the beginning of each fiscal year for approval at the Organization's annual meeting. The Treasurer shall also render an annual report to the Organization and the Board of Directors. The Treasurer shall be responsible for filing all state and federal documents as required by law.

Section 5. One Organization member may simultaneously serve in two positions.

Section 6. The Board of Directors shall supervise the affairs of the Organization and provide guidance and advice in identifying projects and programs that promote the purpose of the Organization.

Section 7. The Board of Directors shall decide questions of policy that for any reason cannot be acted upon at a meeting of the Organization and perform such other functions as designated in the Bylaws otherwise assigned to it.

ARTICLE VII

Election of Organization Officers and Board of Directors

Section 1. All officers and Directors shall be elected by the majority of votes by those present at the annual meeting and serve for one year. They are eligible for reelection.

Section 2. All current members of the Organization are eligible to run for office with the exception of those who are library staff.

Section 3. Not less than one month prior to the annual meeting, nominations may be made. Nominations may be made by any member of the Organization at any time prior to the voting at the annual meeting.

Section 4. A vacancy among the Organization Officers shall be filled by a majority vote of the members of the Organization at any regular Organization meeting.

Section 5. A vacancy among the Directors on the Board may be left open until the next annual meeting or may be filled by a majority vote of the Board at any regular meeting.

Section 6. Removal procedure. A Board member or Organization officer may be removed for cause by vote of two-thirds of the Board members attending a regularly scheduled meeting where the item has been placed on the written agenda distributed at least two weeks prior to the meeting. The term "removed for cause" shall mean the removal of a Board member or Organization officer based on failure to perform duties as specified in this document or involvement in illegal activity.

ARTICLE VIII

Finances

Section 1. The fiscal year of the Organization shall begin on May 1 and end on April 30.

Section 2. All monies raised by the Organization shall be used specifically for defraying in part or in whole, as shall be deemed appropriate by the Organization officers, expenses supporting the purposes and functions of the Organization, given in ARTICLE II of these Bylaws.

ARTICLE IX

Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the proceedings of the Organization except in such cases as are governed by the Bylaws.

ARTICLE X

Conflict of Interest

No part of the net earnings of the Organization shall inure to the benefit of, or be distributed to its members, directors, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Organization. Where conflict of interest may be thought to exist for a Board member, the member shall inform the Board and abstain from any inappropriate participation in the matter.

ARTICLE XI

Amendment of Bylaws

Section 1. These Bylaws may be amended, in whole or in part, at any regular or special Organization meeting by a two-thirds vote of Organization members present, provided notice was given at the previous meeting, or it may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote of Organization members present.

Section 2. All proposed amendments shall be submitted in writing with the notice.

Section 3. Adoption of amendments shall be approved by the Board of Directors.

ARTICLE XII

Activities

Section 1. Activities of the Organization shall be focused on those that support the purposes as defined in Article II of these Bylaws.

Section 2. The Organization shall not engage in significant legislative lobbying and shall not participate in any political campaign activity.

ARTICLE XIII

Charitable Donations to the Organization

The Board of Directors shall have the power to accept or reject any property by way of gift, devise, or bequest, from any person, firm or organization, provided, however, that the property so received shall be held and disposed of only for the purposes of this Organization, with written agreement signed by the donor, that the gift, devise or bequest be given unconditionally without restriction.

ARTICLE XIV

Dissolution

Section 1. The question of dissolution of the Organization shall be submitted to a vote at meeting of members having received written notice of the meeting stating the purpose for which it was called. A resolution to dissolve shall be adopted upon receiving at least two-thirds of the votes entitled to be cast by members present.

Section 2. Upon dissolution of the Organization, assets shall be distributed for tax exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, to the Yorkville Public Library, Yorkville, IL.

Section 3. All records and other items will become property of the Yorkville Public Library.

Section 4. In no event shall the assets of the Organization be distributed in any individual.

Adopted by the membership at a meeting of the membership held on the 12th day of May 2025.

Secretary 

Approved by the Board of Directors on the 18th day of May, 2025.

Secretary 

Constitution adopted July 12, 2010

Amended September 9, 2013

Amended September 8, 2014

Amended June 13, 2022

Bylaws adopted November 13, 2023

Amended May 12, 2025