

CONSTITUTION AND BY-LAWS OF THE FRIENDS OF THE WEST FARGO PUBLIC LIBRARY

Article I. Name: The name of the organization shall be: Friends of the West Fargo Public Library. The address shall be that of the West Fargo Public Library, namely 109 Third Street East, West Fargo, ND 58078.

Article II. Purpose: To promote the functions, resources, services and needs of the West Fargo Public Library. To assist and advise the library staff and library board as needed. To encourage and assist in the extensions and improvement of the library's services. To encourage contributions and memorials.

Article III. Membership: Membership shall be open to any individual, firm or organization interested in supporting the West Fargo Public Library, upon payment of prescribed dues, paid annually. Each paid member is entitled to vote, to participate in work and to hold office.

Article IV.

Officers: Officers shall consist of a president, vice-president, treasurer and secretary. All officers will serve two-year terms.

Article V.

Board of Directors: The Board of Directors shall consist of the current officers to be elected at large from the paid Friends memberships at the annual meeting. All terms shall be for two years with three consecutive terms allowed. A library staff member may serve as an ex-officio member of the board.

Article VI. Committees: The President shall appoint necessary committees, their duties being implied by the respective titles.

Article VII. Dues: Annual dues and membership categories shall be set by the Board of Directors.

Article VIII. Meetings: The organization shall meet annually at a time to be determined by the Board of Directors. The Board of Directors will meet at least three times yearly, or as needed, as convened by the President.

Article IX. Funds: All funds shall be deposited in a bank in the name of the account of the Friends of the West Fargo Public Library and dispersed by the Treasurer or President, at the authority of the Board of Directors. No officer or board member shall be compensated monetarily for their service. The fiscal year of the organization shall start on October 1 and end on September 30. The Treasurer shall prepare a report summarizing the finances of the organization and present them at the annual membership meeting. An audit of the Treasurer's books will be done at least annually by the Board of Directors.

Article X. Amendments: Amendments to the by-laws can be made with approval of a simple majority of those members present and voting at the annual meeting, or a specially convened meeting, provided written public notice to the proposed changes has been given at least 15 days prior to the meeting.

Article XI. Parliamentary Procedure: The current edition of Robert's Rules of Order, New Revised, shall govern all general and board meetings of this organization.

Article XII. Dissolution Clause: The Friends of the West Fargo Public Library is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. In the event that this organization shall cease to exist, by vote of the Board of Directors, the assets of the Friends of the West Fargo Public Library shall be turned over to the West Fargo Public Library. If the Library is unable, unwilling, or ineligible to receive the assets, they will be distributed to an organization exempt under Section 501(c)(3) of the Internal Revenue Code.

Adopted, January 27, 2004 Cynthia Jacobs, President Lora Morris, Secretary

Revised and adopted October 24, 2012

Revised and adopted November 5, 2013