

Friends of the Governors State University Library Bylaws

Article I: Name

The organization shall be called The Friends of the Governors State University Library or FGSUL.

Article II: Purpose

The mission of The Friends of the Governors State University Library is to bring together those who share a love of knowledge and desire to promote the role of the library in the University and the surrounding community. Friends provide support for resources and services to benefit learners in the university and the community.

To this end, FGSUL will:

1. Promote knowledge of functions, services, and needs of the library.
2. Provide programs and events for the community that are compatible with the library's policies and objectives.
3. Sponsor special projects to secure materials beyond the scope of the ordinary library budget.

Article III: Membership

FGSUL is open to any persons, organizations, corporations who share our mission and purpose as stated previously in Article II.

Membership is accepted upon payment of dues outlined by the Executive Committee or majority approval by the Board. Privileges and terms of membership will be revised on an annual basis by the Executive and Board committees.

The Board of Directors may recommend special recognition for contributions to FGSUL, including life membership.

Article IV: Governing body

Section 1. The Friends of the GSU Library falls under the 501(c)3 of the GSU Foundation.

Section 2. The governing body is the Board of Directors which includes those members who attend regular meetings and plan activities for the larger membership. The Executive Committee shall consist of a President, Vice President, Secretary, and Treasurer. Each officer on the Executive Committee shall serve a term of one year.

Section 3. The President shall be the chief officer of the FGSUL, fulfilling all of the normal duties of that office including but not limited to, presiding at all

meetings and representing the Friends in an official capacity. At the completion of the term of office, The President becomes Past President.

Section 4. The duties of the Vice President shall be to assist the President in the fulfillment of the latter's duties and to act on behalf of the President in the event of the latter's absence.

Section 5. The Treasurer shall be responsible for maintaining the financial records, certifying the accuracy of all requests for expenditures of funds and preparing quarterly reports of incomes and expenses. The Treasurer shall deliver a complete annual report at the annual meeting of the FGSUL. The official records of all donations and expenditures will be maintained in the GSU Foundation office.

Section 6. The Secretary shall be responsible for maintaining the Friends records and minutes of all board meetings and membership meetings, conducting all official correspondence and compiling an annual report of standing committees.

The Secretary shall also keep records of all current members in good standing as outlined in Article III.

Section 7. The officers shall be elected at the Annual Meeting of the Friends by a majority of those present. The Executive Committee shall present nominations to the members present for election, and nominations will be accepted from the floor.

Section 8. The Board shall have the authority to appoint a person to fill any vacancy occurring through the resignation, incapacity, or removal from office on an interim basis until the next annual meeting.

Section 9. The President with the concurrence of the other officers of the Board shall appoint the chairs and members of the standing committees. The standing committees shall be those committees formed to fulfill the mission and purpose of FGSUL. The chairs of each of these committees will report to the Board on a regular basis

Article V: Meetings

FGSUL will hold regular meetings. Dates and times will be posted at least two weeks in advance. This advanced notification will be posted on the FGSUL website, as well as any changes.

Each year, an annual meeting will be held to meet with potential members for the sole purpose of sharing our mission. New officers will be elected by the membership at the Annual meeting.

Article VI: Finances and contributions

Section 1. All monetary and in-kind gifts (goods or services) shall be handled following the guidelines of the IRS.

Section 2. According to IRS guidelines, all in-kind gifts are acknowledged by description only.

Section 3. The Treasurer will acquire and maintain an inventory of in-kind gifts and maintain records of receipts and dispensement of any and all contributions.

Section 4. The funds and items collected by FGSUL shall be used to foster the goals of the organization in order to fulfill our mission. Expenditures shall be determined by the vote of the Board with the approval of the Executive Committee.

Article VII: Amendments

Amendments and revisions concerning the bylaws must be approved by a majority vote at the Annual meeting.

Article VIII: Dissolution

In the event the mission of The Friends can no longer be performed, all existing assets become the property of the Library through the GSU Foundation.