

Bylaws of Mancos Friends of the Library
Revising and superseding all prior Bylaws

Article I: Name

The name of this organization is Mancos Friends of the Library (MFOL), as incorporated in February 1987 in the State of Colorado.

Article II: Purpose

The MFOL, a non-profit and tax-exempt volunteer organization, shall be exclusively for the support and promotion of the Mancos Public Library, to be accomplished through:

- Engaging in fund raising events and activities
- Contributing financial support to the library
- Promoting the library development program
- Seeking volunteers to assist in the operation of the library
- Supporting literacy in the Mancos community.

Article III: The Executive Committee

Section 1: Officers. The officers shall be President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer, which five officers shall comprise the Executive Committee.

Section 2: Election of Officers. Officers shall be elected annually at the September meeting by a simple majority of the members present, assuming a quorum is present. The Treasurer will be elected for a three-year term, which can be renewed. Should an officer resign or need to be replaced for any reason, such replacement can be made by a vote of the membership, assuming a quorum is present, to fill the job until the next regular election. An officer thus elected shall not have his/her partial term counted towards any term limitation that may exist.

Section 3: Duties. The duties of the President shall be to call meetings at designated and appropriate times, to prepare and publish the agenda for the meetings with input from others, to conduct the meetings, and to ensure that the community is informed of the workings of the MFOL.

The 1st Vice President may assume the duties of the President in that officer's absence. The 1st Vice President will be responsible for archiving all permanent records of the organization, including Minutes, Bylaws and Amendments, all legal documents, yearly membership lists (historical), correspondence, tax returns, annual reports, State and Federal

filings, etc. Such records will be provided to the 1st Vice President by those who make, file, or receive them. The 1st Vice President will also handle any necessary correspondence.

The 2nd Vice President will maintain a current membership list with e-mail and street addresses and telephone numbers and she or he will send out tax information letters to those who donate \$100 or more. The 2nd Vice President will serve as backup to the 1st Vice President and assume other duties as needed.

The duties of the Secretary shall be to take accurate notes of the meeting proceedings and to provide copies of those by e-mail to board members and the 1st VP for filing,

The Treasurer shall maintain all financial records, receive and deposit monies, pay all bills, and provide financial reports that include dollar details of each fund-raising event. The Treasurer shall also be responsible for filing and keeping current any and all documentation required in connection with nonprofit, corporate, and tax-exempt status of the organization, with both State and Federal authorities. All new memberships will come through the Treasurer for deposit; the Treasurer will then provide member information to the 2nd Vice President and /or Membership Committee Chairman.

Qualified volunteers will be engaged to send bulk e-mails to the membership and to maintain the web site and Facebook page.

Notwithstanding the tasks defined above, any officer may assume the responsibilities of any other absent officer for one meeting. All officers and committee chairs are responsible for providing documentation to the 1st Vice President for filing for future reference. At least three (3) officers shall be signers on the corporate bank accounts.

Section 4: The Executive Committee of MFOL shall be hereby authorized to purchase, sell, lease or encumber real property and appurtenant fixtures and furnishings. Any real property transaction shall be only for the benefit of the Mancos Public Library, according to the purposes of MFOL. The Executive Committee is hereby authorized to borrow funds for the purchase of real property and/or appurtenant fixtures and furnishings and to encumber said real property, fixtures or furnishings purchased with the borrowed funds. The purchase, lease, sale or encumbrance of real property shall be by Resolution of the Executive Committee.

Section 5: Expectations are that all Officers and members attend meetings in person. However, attendance by teleconference or videoconference is permitted when extenuating circumstances inhibit attendance in person, and will be considered the same as attendance in person for achieving a quorum or voting on an issue.

Article IV: Membership

Section 1: Membership. MFOL shall be open to any person having an active interest in supporting and promoting the Mancos Public Library. Dues paying members are entitled to vote at any regular meeting of MFOL. Annual dues shall be as determined by the MFOL offices and approved by a simple majority of members at the beginning of the annual meeting which is normally held in September. Family memberships and supporting or patron members which designate two members shall entitle two adult members of the household to vote. Other memberships shall entitle one adult to vote.

Section 2: Membership Period. Membership shall begin on the first day of the calendar year and extend for twelve (12) months.

Section 3: Voting by Proxy. Any officer or member may convey to another his/her proxy for a specific meeting which will be considered as a valid vote on any matter coming before that meeting for a vote. A proxy must be in writing, signed, and delivered to the person who will vote the proxy prior to the start of the relevant meeting. The first order of business of any meeting will be to note the existence of any proxies held by attendees; these will be listed in the minutes.

Section 4: Outside Organizations. MFOL will be open to the assistance other organizations that may wish to aid in support of the MPL, but these other organizations will not, by donating, become affiliates of the MFOL.

Section 5: Committees. The MFOL officers and its members may create such committees as are needed to carry out the work of the organization. The officers shall charge such committees with specific functions. Examples might include Membership Committee, Policy and Procedure Committee, as well as committees for specified fundraising activities, etc. The responsibility of these committees shall be to gather all pertinent information in their respective area to present to the membership, thus saving time at monthly meetings, but still bringing major decisions to a membership vote.

Article V: Meetings

Section 1: Dates. Regular meetings shall normally be held the evening of the first Monday of the month, a minimum of six times per year. The President shall call special meetings as needed.

Section 2: Quorum. A minimum of five members, with at least three of these being officers, may constitute a quorum.

Section 3: Parliamentary Procedure. *Roberts Rules of Order* (most recent edition) shall be followed in the meetings.

Section 4: At the President's discretion in cases of time sensitive issues, a vote by email or phone may be taken with a minimum of four of the five member of the Executive Committee responding. This vote will be binding but it will be presented at the next regular meeting and recorded in the Minutes of that meeting.

Article VI: Finance

Section 1: Bank Accounts. Necessary accounts shall be maintained in a local FDIC insured bank. Checks shall require the signature of one officer, up to \$2000; above this amount the signatures of two officers shall be required. Accounts shall be regularly reconciled.

Section 2: Gifts. Contributions may be made to MFOL for the same use as fits the purposes of MFOL; contributions are tax deductible to the contributor, as are dues.

Section 3: Dissolution. In the event of the dissolution of the MFOL, any monies in their accounts shall become the property of the Mancos Public Library for the support of the Library.

Article VII: Amendments

These bylaws may be amended by a majority vote of members present at a regular or special meeting, provided a quorum is present, the proposed changes were read at a previous meeting, and were published in the minutes of the previous meeting, copies of which are available at the time of the vote. Policies and procedures may be developed in support of the bylaws and such policies and procedures may be approved by a vote of the membership provided a quorum is present. These Bylaws will be reviewed annually at the November meeting.

Date of Bylaws: These bylaws were originally presented at the meeting of MFOL on November 7, 2005. The latest revisions were approved at the MFOL on February 1, 2021.

Attest: 
President, Mancos Friends of the Library