

**BYLAWS OF WINTERS FRIENDS OF THE LIBRARY**  
**DRAFT REVISIONS 8-29-16**

ARTICLE I NAME

SECTION 1. \_\_\_\_\_ THE NAME OF THIS ORGANIZATION SHALL BE "WINTERS FRIENDS OF THE LIBRARY", HENCEFORTH REFERRED TO AS THE FRIENDS.

ARTICLE II PURPOSE

SECTION 1. \_\_\_\_\_ THE FRIENDS IS A NON-PROFIT PUBLIC BENEFIT CORPORATION. THE CHARITABLE PURPOSE IS TO SUPPORT LIBRARY SERVICES AND FACILITIES IN WINTERS. THE PUBLIC PURPOSES OF THE FRIENDS ARE TO ASSIST THE WINTERS PUBLIC LIBRARY IN EFFORTS TO RAISE FUNDS, PLAN FOR EXPANSION OF PHYSICAL FACILITIES, DEVELOP THE LIBRARY'S BOOK COLLECTION, TO ENCOURAGE READING PROGRAMS FOR CHILDREN, TO SUPPORT LITERACY, AND TO PROMOTE THE LIBRARY AS A CULTURAL CENTER FOR THE CITY OF WINTERS. THESE PURPOSES ARE NOT TO CONFLICT WITH THE ADMINISTRATION OF THE WINTERS BRANCH LIBRARY.

ARTICLE III OFFICES

SECTION 1. \_\_\_\_\_ THE PRINCIPAL OFFICE OF THE ORGANIZATION FOR ITS TRANSACTION OF BUSINESS IS LOCATED AT THE WINTERS COMMUNITY LIBRARY, 708 RAILROAD AVENUE, WINTERS, YOLO COUNTY, CALIFORNIA.

SECTION 2. \_\_\_\_\_ THE BOARD OF DIRECTORS IS HEREBY GRANTED THE FULL POWER AND AUTHORITY TO CHANGE THE PRINCIPAL OFFICE OF THE ORGANIZATION FROM ONE LOCATION TO ANOTHER IN THE CITY OF WINTERS, COUNTY OF YOLO, CALIFORNIA. ANY SUCH CHANGE SHALL BE NOTED BY THE SECRETARY IN THESE BYLAWS, BUT SHALL NOT BE CONSIDERED AN AMENDMENT OF THESE BYLAWS.

ARTICLE IV MEMBERSHIP

SECTION 1. \_\_\_\_\_ ANY PERSON, FAMILY OR ORGANIZATION INTERESTED IN THE PURPOSE OF THE FRIENDS MAY BECOME A MEMBER UPON PAYMENT OF DUES AS DETERMINED BY THE BOARD OF DIRECTORS. EACH PERSON WHO IS A MEMBER SHALL BE ENTITLED TO ONE VOTE REGARDLESS OF THE NUMBER OF DIFFERENT MEMBERSHIP CLASSES TO WHICH THEY MAY BELONG

SECTION 2. \_\_\_\_\_ ~~THERE ARE TIERED~~ CATEGORIES OF MEMBERSHIP, THE CLASSIFICATIONS AND REQUIREMENTS OF MEMBERSHIP SHALL BE DETERMINED BY THE BOARD OF DIRECTORS.

SECTION 3. \_\_\_\_\_ MEMBERS, THE BOARD OF DIRECTORS, AND THE ELECTED OFFICERS SHALL NOT BE PERSONALLY LIABLE FOR DEBTS, LIABILITIES, OR OBLIGATIONS OF THE FRIENDS.

ARTICLE V MEMBERSHIP DUES

SECTION 1. \_\_\_\_\_ THE ANNUAL MEMBERSHIP DUES SHALL BE ESTABLISHED BY THE BOARD OF DIRECTORS.

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SECTION 2. \_\_\_\_\_ THE FISCAL YEAR IS FROM JANUARY 1 TO DECEMBER 31.

SECTION 3. \_\_\_\_\_ YEARLY DUES ARE DUE AND PAYABLE EVERY JANUARY 15. MEMBERS JOINING AFTER OCTOBER 1 WILL BE CONSIDERED PAID FOR THE FOLLOWING YEAR.

SECTION 4. \_\_\_\_\_ MEMBERS WHOSE DUES ARE IN ARREARS FOR ONE YEAR AFTER DUE DATE SHALL BE DROPPED FROM MEMBERSHIP AND SHALL CEASE TO BE MEMBERS.

ARTICLE VI MEMBERSHIP MEETINGS

SECTION 1. \_\_\_\_\_ THE ANNUAL MEETING OF THE GENERAL MEMBERSHIP OF THE FRIENDS SHALL BE HELD IN NOVEMBER OF EACH YEAR FOR THE ELECTION OF THE ELECTED MEMBERS OF THE BOARD OF DIRECTORS, FOR FINANCIAL REPORTS AND OTHER BUSINESS THAT SHOULD COME BEFORE THE MEMBERSHIP.

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SECTION 2. \_\_\_\_\_ A PRESIDENT, A VICE-PRESIDENT, A PAST PRESIDENT, A RECORDING SECRETARY, AND A TREASURER, SHALL BE ELECTED BY THE MEMBERSHIP AT THE ANNUAL MEETING.

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SECTION 3. \_\_\_\_\_ A PRESIDENT, A VICE-PRESIDENT, A PAST PRESIDENT, A SECRETARY, A TREASURER, SHALL BE ELECTED FROM A SLATE OF NOMINEES PREPARED BY THE NOMINATING COMMITTEE AND SUBMITTED TO THE MEMBERSHIP IN THE NOTICE FOR ANNUAL MEETING. ADDITIONAL NOMINATIONS MAY BE MADE FROM THE FLOOR AT THE ANNUAL MEETING. THE ELECTED OFFICERS SHALL ASSUME THEIR OFFICES ON JANUARY 1 OF THE FOLLOWING YEAR.

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SECTION 4. \_\_\_\_\_ THE MEMBERSHIP OF THE FRIENDS SHALL ELECT THESE OFFICERS AT THE ANNUAL MEETING BY VOICE VOTE.

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SECTION 5. \_\_\_\_\_ NOTICE STATING TIME, DATE AND PLACE OF THE ANNUAL MEETING SHALL BE E-MAILED TO ALL MEMBERS, AT THE LAST E-MAIL ADDRESS PROVIDED BY EACH MEMBER, AT LEAST FOURTEEN (14) DAYS PRIOR TO THE DATE OF THE MEETING. A NOTICE OF THE ANNUAL MEETING SHALL ALSO BE POSTED AT THE LIBRARY.

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SECTION 6. \_\_\_\_\_ IN THE EVENT THE BOARD OF DIRECTORS FAILS TO CALL THE ANNUAL MEETING, ANY FIVE (5) MEMBERS MAY MAKE DEMAND THAT SUCH MEETING BE HELD WITHIN FOURTEEN (14) DAYS. NOTIFICATION MUST BE MADE TO THE GENERAL MEMBERSHIP STATING TIME, DATE AND PLACE OF THE ANNUAL MEETING AND MUST BE E-MAILED AT LEAST FOURTEEN (14) DAYS PRIOR TO THE DATE OF THE MEETING.

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SECTION 7. \_\_\_\_\_ SPECIAL MEETINGS OF THE MEMBERS MAY BE CALLED AT ANY TIME BY THE PRESIDENT, MAJORITY OF THE BOARD OF DIRECTORS, OR BY PETITION OF TWENTY (20) PERCENT OF THE MEMBERS OF THE ORGANIZATION, UPON MINIMUM OF TWENTY-FOUR (24) HOURS NOTIFICATION OF THE MEMBERS.

SECTION 8. TWENTY (20) PERCENT OR AT LEAST FIFTEEN (15) MEMBERS IN GOOD STANDING SHALL CONSTITUTE A QUORUM FOR A SPECIAL MEETING. A MAJORITY VOTE AT ANY SPECIAL MEETING AT WHICH A QUORUM IS PRESENT SHALL BE THE ACT OF THAT MEETING EXCEPT AS REQUIRED BY THESE BYLAWS.

ARTICLE VII DIRECTORS

SECTION 1. THE EXECUTIVE BOARD OF DIRECTORS SHALL CONSIST OF FIVE (5) OFFICERS ELECTED BY THE MEMBERSHIP AT THE ANNUAL MEMBERSHIP MEETING. SIX ADDITIONAL BOARD MEMBERS WILL BE APPOINTED BY THE EXECUTIVE BOARD. ALL BOARD MEMBERS SHALL BE MEMBERS OF THE FRIENDS AT THE TIME OF THEIR ELECTION OR APPOINTMENT AND SHALL SERVE WITHOUT COMPENSATION.

SECTION 2. THE ELECTED OFFICERS SHALL CONSIST OF A PRESIDENT, VICE-PRESIDENT, PAST PRESIDENT, RECORDING SECRETARY, AND TREASURER AND SHALL BE ELECTED BY THE MEMBERSHIP AT THE ANNUAL MEMBERSHIP MEETING. THE REMAINDER OF THE BOARD WILL BE MADE BY APPOINTMENT AND VOTE OF THE EXECUTIVE BOARD AT THE FIRST REGULARLY SCHEDULED MEETING IN JANUARY. THESE APPOINTED MEMBERS SHALL CONSIST OF A CORRESPONDING SECRETARY, ASSISTANT TREASURER, COMMUNICATIONS CHAIR, FUNDRAISING CHAIR, MEMBERSHIP CHAIR, AND VOLUNTEER COORDINATOR/OUTREACH CHAIR. BOTH THE ELECTED AND APPOINTED OFFICERS SHALL HAVE VOTING RIGHTS ON THE BOARD.

SECTION 3. ANY TWO (2) INDIVIDUAL MEMBERS MAY SERVE JOINTLY AS A SINGLE ELECTED OFFICER. THE INDIVIDUAL MEMBERS SERVING AS A SINGLE ELECTED OFFICER SHALL HAVE A SINGLE VOTE BETWEEN THEM WHEN VOTING UPON BUSINESS PRESENTED TO THE BOARD OF DIRECTORS. SHOULD ONE OF THE INDIVIDUAL MEMBERS SERVING JOINTLY AS A SINGLE ELECTED OFFICER RESIGN OR NO LONGER BE ABLE TO SERVE IN THE CAPACITY OF HIS OR HER OFFICE, THE REMAINING OFFICER SHALL CONTINUE TO SERVE AS SOLE HOLDER OF THAT OFFICE.

SECTION 4. THE BOARD SHALL MANAGE THE AFFAIRS OF THE FRIENDS WITH POWER AND AUTHORITY TO ESTABLISH POLICY AS DELEGATED TO THE BOARD BY THE MEMBERSHIP OTHER THAN POWERS TO AMEND THE BYLAWS AND TO DISSOLVE THE ORGANIZATION.

SECTION 5. LOCAL AND COUNTY LIBRARIANS SHALL SERVE AS ADVISORS TO THE BOARD OF DIRECTORS.

SECTION 6. REGULAR MEETINGS OF THE BOARD OF DIRECTORS SHALL BE HELD, WITHOUT NOTICE, ON THE FIRST MONDAY OF EACH MONTH, AT 7:00 P.M. IF ANY DAY FIXED FOR THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS FALLS ON A LEGAL HOLIDAY, THE MEETING SCHEDULED FOR THAT DAY SHALL BE HELD AT THE SAME HOUR ON THE NEXT SUCCEEDING WEDNESDAY WHICH IS NOT A LEGAL HOLIDAY.

SECTION 7. SPECIAL MEETINGS OF THE BOARD OF DIRECTORS MAY BE CALLED BY THE PRESIDENT OR ANY ELECTED OFFICER WITH A MINIMUM OF TWENTY-FOUR (24) HOURS NOTICE TO THE DIRECTORS.

SECTION 8. THE TERM OF OFFICE AS AN ELECTED OFFICER SHALL BE FOR ONE (1) YEAR.

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SECTION 9. AN EXECUTIVE BOARD MEMBER MAY SERVE ONLY TWO (2) SUCCESSIVE TERMS IN THE SAME OFFICE. SHOULD AN ELECTED OFFICER SERVE THE MAXIMUM TWO (2) SUCCESSIVE TERMS IN THE SAME OFFICE THEY MAY BE RE-ELECTED TO THAT OFFICE AFTER AN ABSENCE OF ONE (1) YEAR FROM THAT OFFICE.

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SECTION 10. THE TERM OF OFFICE OF A BOARD MEMBER SHALL BE UNTIL A SUCCESSOR IS: (1) ELECTED AT THE NEXT ANNUAL MEETING OR (2) APPOINTED AS PROVIDED IN THESE BYLAWS.

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SECTION 11. INTERIM VACANCIES OF BOARD MEMBERS SHALL BE FILLED FROM THE GENERAL MEMBERSHIP BY A MAJORITY VOTE OF THE REMAINING BOARD MEMBERS AT ANY REGULAR BOARD MEETING. THE INTERIM APPOINTED OFFICER SHALL SERVE UNTIL ELECTION OF NEW OFFICER.

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SECTION 12. THE PRESENCE OF A MAJORITY OF THE BOARD SHALL CONSTITUTE A QUORUM FOR THE PURPOSE OF TAKING OFFICIAL ACTION AT ANY REGULAR OR SPECIAL MEETING OF THE BOARD OF DIRECTORS.

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SECTION 13. NO COMMITTEE, OFFICER, OR MEMBER OF THE FRIENDS SHALL HAVE THE AUTHORITY TO MAKE ANY CONTRACT OR INCUR ANY INDEBTEDNESS, OBLIGATIONS OR LIABILITIES IN THE NAME OF OR IN BEHALF OF THE FRIENDS WITHOUT THE AUTHORITY OF THE BOARD MEMBERS OF THE FRIENDS.

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SECTION 14. THE BOARD OF DIRECTORS SHALL NOT BE PERSONALLY LIABLE FOR THE DEBTS, LIABILITIES OR OTHER OBLIGATIONS OF THE FRIENDS.

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SECTION 15. ANY MEMBER OF THE BOARD MAY BE RECALLED BY THE UNANIMOUS VOTE OF THE BOARD OR BY A TWO-THIRDS (2/3) VOTE OF THE MEMBERSHIP.

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#### ARTICLE VIII DUTIES OF BOARD OF DIRECTORS

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SECTION 1. THE PRESIDENT SHALL BE THE GENERAL MANAGER AND CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION AND SHALL, SUBJECT TO THE CONTROL OF THE BOARD OF DIRECTORS, HAVE SUPERVISION, DIRECTION, AND CONTROL OF THE BUSINESS AND AFFAIRS OF THE ORGANIZATION. THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE BOARD OF DIRECTORS AND THE ANNUAL MEMBERSHIP MEETING.

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SECTION 2. THE VICE-PRESIDENT SHALL ASSUME ALL DUTIES OF THE PRESIDENT IN HIS OR HER ABSENCE AND PERFORM ANY OTHER DUTIES ASSIGNED BY THE PRESIDENT AND/OR THE BOARD. THE VICE PRESIDENT IS RESPONSIBLE FOR SETTING MONTHLY BOARD MEETING AGENDAS. THE VICE PRESIDENT WILL SERVE AS THE PROGRAM CHAIR AND WILL RECEIVE ORAL REPORTS FROM THE STANDING PROGRAM COMMITTEE CHAIRS PRIOR TO THE MONTHLY BOARD MEETING. THE VICE PRESIDENT SHALL CHAIR THE COMMITTEE TO PLAN THE ANNUAL MEMBERSHIP MEETING.

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SECTION 3. THE PAST PRESIDENT SHALL ASSIST THE PRESIDENT AS APPROPRIATE AND SHALL PERFORM ANY OTHER DUTIES ASSIGNED BY THE PRESIDENT AND/OR THE BOARD.

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SECTION 4. THE RECORDING SECRETARY SHALL KEEP OR CAUSE TO BE KEPT AT THE PRINCIPAL

OFFICE OF THE ORGANIZATION, OR SUCH PLACE AS THE BOARD OF DIRECTORS MAY ORDER, A BOOK OF MINUTES OF ALL MEETINGS OF THE BOARD OF DIRECTOR. THE RECORDING SECRETARY SHALL ALSO KEEP ATTENDANCE RECORDS OF MEETINGS. THE RECORDING SECRETARY SHALL DELIVER TO HIS/HER SUCCESSOR ALL FILES, RECORDS, CORRESPONDENCE AND COMMUNICATIONS AT THE REQUEST OF THE BOARD.

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SECTION 5. THE CORRESPONDING SECRETARY SHALL CARRY ON CORRESPONDENCE READ COMMUNICATIONS, AND WRITE THANK YOU NOTES. THE CORRESPONDING SECRETARY WILL PICK UP MAIL PRIOR TO BOARD MEETINGS AND DISPERSE ACCORDINGLY.

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SECTION 6. THE TREASURER OF THE ORGANIZATION SHALL KEEP AND MAINTAIN IN WRITTEN FORM ADEQUATE AND CORRECT BOOKS AND RECORDS OF ACCOUNT OF THE PROPERTIES AND BUSINESS TRANSACTIONS OF THE ORGANIZATION, INCLUDING ACCOUNTS OF ITS ASSETS, LIABILITIES, RECEIPTS, DISBURSEMENTS, GAINS, AND LOSSES. THE BOOKS AND RECORDS OF ACCOUNT SHALL AT ALL TIMES BE OPEN TO INSPECTION BY ANY DIRECTOR OF THE ORGANIZATION.

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Moved up [1]: THE SECRETARY SHALL DELIVER TO HIS/HER SUCCESSOR ALL FILES, RECORDS, CORRESPONDENCE AND COMMUNICATIONS AT THE REQUEST OF THE BOARD.

THE TREASURER SHALL DEPOSIT ALL MONIES AND OTHER VALUABLES IN THE NAME OF AND TO THE CREDIT OF THE ORGANIZATION WITH SUCH DEPOSITORIES AS MAY BE DESIGNATED BY THE BOARD OF DIRECTORS. THE TREASURER SHALL DISBURSE THE FUNDS OF THE ORGANIZATION AS ORDERED BY THE BOARD OF DIRECTORS, AND SHALL RENDER TO THE PRESIDENT AND THE DIRECTORS, ON REQUEST, AN ACCOUNT OF ALL SUCH OFFICER'S TRANSACTIONS AS TREASURER, AND OF THE FINANCIAL CONDITION OF THE ORGANIZATION.

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THE TREASURER SHALL PRESENT A FINANCIAL REPORT AT THE ANNUAL MEETING. THE TREASURER SHALL DELIVER TO HIS/HER SUCCESSOR ALL MONIES, BOOKS, PAPERS AND OTHER PROPERTIES BELONGING TO THE FRIENDS WHICH MAY BE UNDER HIS/HER CUSTODY AT THE REQUEST OF THE BOARD. THE BOOKS SHALL BE AUDITED ANNUALLY, OR AS DEEMED NECESSARY BY THE BOARD OF DIRECTORS.

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SECTION 7. THE ASSISTANT TREASURER SHALL BE RESPONSIBLE FOR ARRANGING FOR, DELIVERING, AND RECEIVING CASH BOX(ES) FOR ALL FUNDING RAISING EVENTS. FOLLOWING EVENTS, THE ASSISTANT TREASURER SHALL BE RESPONSIBLE FOR COUNTING THE MONEY AND BRINGING THE CASH BOX(ES) TO THE TREASURER FOR BANK DEPOSIT. THE ASSISTANT TREASURER SHALL ALSO PICK UP BOOK SALE RECEIPTS AT THE LIBRARY ON A REGULAR BASIS (NO LESS THAN MONTHLY).

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SECTION 8. THE COMMUNICATIONS CHAIR SHALL OVERSEE THE COMMUNICATIONS COMMITTEE WHOSE RESPONSIBILITY IS PROMOTING THE ORGANIZATION AND ITS ACTIVITIES AND PROGRAMS TO THE COMMUNITY AND MEMBERS THROUGH PRESS RELEASES, NEWSLETTERS, FLYERS, SOCIAL MEDIA, AND WEBSITE. THE COMMUNICATIONS CHAIR SHALL COORDINATE WITH PROGRAM AND FUNDRAISING CHAIRS TO SCHEDULE PUBLICITY FOR EVENTS. THE COMMUNICATIONS CHAIR SHALL PREPARE AN ANNUAL COMMUNICATIONS PLAN FOR CONSIDERATION AT THE FEBRUARY BOARD MEETING.

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SECTION 9. THE FUNDRAISING CHAIR SHALL PREPARE AN ANNUAL FUNDRAISING PLAN FOR CONSIDERATION AND APPROVAL AT THE FEBRUARY BOARD MEETING. THE FUNDRAISING CHAIR SHALL RECEIVE ORAL REPORTS FROM THE STANDING FUNDRAISER COMMITTEE CHAIRS PRIOR TO THE MONTHLY BOARD MEETING. ANY NEW IDEA FOR A FUNDRAISER FROM THE GENERAL MEMBERSHIP SHALL BE DIRECTED TO THE FUNDRAISING CHAIR WHO WILL THEN BRING THE IDEA FORWARD AT THE NEXT MONTHLY BOARD MEETING.

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SECTION 10. THE MEMBERSHIP CHAIR SHALL OVERSEE THE MEMBERSHIP COMMITTEE WHOSE RESPONSIBILITY IS RECRUITING NEW MEMBERS TO THE ORGANIZATION. THE MEMBERSHIP CHAIR SHALL SUPERVISE THE ANNUAL MEMBERSHIP RENEWAL DRIVE AND MAINTAIN A DATABASE OF MEMBERS. THE MEMBERSHIP CHAIR WILL COLLECT MONIES RELATED TO MEMBERSHIP AND TRANSFER THE FUNDS TO THE TREASURER FOR DEPOSIT. THE MEMBERSHIP CHAIR SHALL PREPARE AN END OF YEAR REPORT TO PRESENT AT THE ANNUAL MEETING.

SECTION 11. THE VOLUNTEER COORDINATOR IS RESPONSIBLE FOR RECRUITING AND MANAGING VOLUNTEERS, INCLUDING MAINTAINING A VOLUNTEER DATABASE, LEADERSHIP DEVELOPMENT AND VOLUNTEER APPRECIATION EFFORTS. THE VOLUNTEER COORDINATOR SHALL COORDINATE WITH PROGRAM AND FUNDRAISING CHAIRS TO DETERMINE THE VOLUNTEER STAFFING NEEDS FOR EVENTS. ANY NEW IDEA FOR AN OUTREACH EVENT OPPORTUNITY SHALL BE DIRECTED TO THE VOLUNTEER COORDINATOR WHO WILL THEN BRING THE IDEA FORWARD AT THE NEXT MONTHLY BOARD MEETING.

ARTICLE IX AMENDMENT OF BYLAWS

SECTION 1. THESE BYLAWS MAY BE AMENDED AT ANY REGULARLY CALLED OR SPECIAL MEETING OF THE GENERAL MEMBERSHIP BY TWO-THIRDS (2/3) OF THE MEMBERS PRESENT PROVIDED NOTICE OF THE PROPOSED AMENDMENT HAS BEEN E-MAILED TO ALL MEMBERS, AT THE LAST E-MAIL ADDRESS PROVIDED BY EACH MEMBER, AT LEAST FOURTEEN (14) DAYS PRIOR TO THE MEETING. THE PROPOSED AMENDMENT SHALL ALSO BE POSTED AT THE LIBRARY.

CERTIFICATE OF THE SECRETARY OF  
WINTERS FRIENDS OF THE LIBRARY

I HEREBY CERTIFY THAT I AM THE DULY ELECTED AND ACTING SECRETARY OF SAID ORGANIZATION AND THAT THE FOREGOING BYLAWS COMPRISING 5 PAGES INCLUSIVE OF THIS CERTIFICATE, CONSTITUTE THE BYLAWS OF SAID ORGANIZATION AS DULY ADOPTED AT A MEETING OF THE BOARD OF DIRECTORS THEREOF HELD ON:

DATED: NOVEMBER ,2016

JENNA MOSER, SECRETARY

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