**FRIENDS OF THE GUFFEY LIBRARY BYLAWS**

Adopted on August 25, 1998 to be effective on September 1, 1989.

Revised on May 22, 2007, Amended May 26, and August 25, 2OO9.

Article I. Name:

This organization shall be called the Friends of the Guffey Library under the umbrella group of Friends of the Park County Libraries.

Article II. Purpose:

The object of this organization is to Support the Guffey Library by:

1. Increasing public knowledge and support of the library.

2. Providing public awareness of library programs.

3. Participating in public relations in support of the library.

4. Providing financial support beyond the library's budget.

5. Providing volunteer groups in support of designated library tasks.

The Friends of the Guffey Library will work closely with the Friends of the Park County Libraries and the librarian.

Article III. Membership:

Membership shall be granted to any friend of the Guffey Library who desires to further the objectives of the organization upon payment of the yearly membership dues.

Article IV. Officers:

1. The officers shall be the President, a Vice-President, a Secretary, and a

Treasurer.

1. Officers shall serve one-year terms. Terms shall run from the annual meeting to be held in February to the succeeding February annual meeting. If an officer leaves office for any reason, the President shall name a successor for the remainder of his/her term.
2. The officers shall be nominated by nominations from the floor at the annual meeting in February. Elections shall take place at this meeting, a majority vote electing.
3. The President shall preside at all meetings, authorize calls for special meetings, appoint special committees, execute documents, and perform all duties associated with that office. He/she shall be an ex-officio member of all special committees.
4. The Vice-President shall perform the duties of the President during any absence of the President.
5. The Secretary shall keep true and accurate records of all meetings, notify all members of all meetings, provide notice of events associated with the organization as required, and perform such other duties associated with this office.
6. The Treasurer shall be the disbursing officer of the organization, prepare financial statements for presentation at each meeting, and perform such other duties associated with this office.

Article V. Committees:

1. Executive Committee: There shall be an Executive Committee consisting of the four elected officers plus three members elected by the membership at the annual February meeting. The functions of this Committee shall be to conduct the necessary business of the Friends organization occurring between the scheduled general meetings of the organization. Four members present shall constitute a quorum at Executive Committee meetings. Actions may also be taken by electronic mail oi telephone vote, in which case a majority of the Executive Committee will be required to pass a motion. The terms of the three general Executive Committee members shall be three years, so staggered that only one member is elected each year. A quorum of the Executive Committee shall be required to approve all expenditures in excess of $100.
2. Special Committees: Additional Special Committees shall be appointed by the President, with the advice and consent of the Executive Committee, as required.
3. Each officer or committee member shall read and affirm annually, in writing, his or her agreement to comply with the Friends of the Guffey Library Conflict of Interest Policy. Copies of this policy are available to any member.

Article VI. Meetings:

General meetings will be held quarterly at the Guffey Library. An annual meeting shall be held in February, when officers and Executive Committee members shall be nominated and elected.

1. Meetings shall include:
2. Review and approval of the Secretary's and Treasurer's reports of the previous meeting.
3. Old business, including committee reports.
4. New business.
5. Speakers or special programs, and
6. Adjournment.

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1. Robert's Rules of Order shall be followed at all general and special meetings.
2. A majority vote of those present shall be required to carry any motion at a general meeting.
3. Notices of meetings and special meetings shall be posted in advance of the meeting date.

Article VII. Amendments:

Amendments to these Bylaws may be proposed and voted on at any general or special meeting. A majority vote of those present shall constitute approval.

Article VIII. Dues:

Annual dues shall be $5.00.