

**BYLAWS
FRIENDS OF THE PIKES PEAK LIBRARY DISTRICT
AS AMENDED OCTOBER 10, 2007**

**ARTICLE I
NAME**

The formal name of this corporation is Friends of the Pikes Peak Library District. The informal name is Friends. The corporation is a non-profit, tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Service Code (see Article XV). The Fiscal Year for the corporation is January 1 through December 31.

**ARTICLE II
PURPOSE**

The purposes of the corporation, set forth in the Articles of Incorporation, provide for the Friends to support principles of learning, literacy, intellectual freedom and access to information. The Friends build community awareness of the resources provided by the Pikes Peak Library District (PPLD). The Friends are community advocates for PPLD and provide financial support and volunteer assistance to help PPLD to fulfill its mission.

The corporation is organized as committees under the Board of Directors and referred to as Branch Committees or Branch Friends, e.g. Sand Creek Friends. Book sales at Penrose Library and East Library are managed by the Board of Directors. All funds from both the District and Branch groups are accounted for and reported by the corporation as a total and itemized to ensure that Branch Friends revenue and expenditures are separate and distinct from those of the District Friends.

All other applicable sections of these bylaws apply to the Branch Committees.

**ARTICLE III
LOCATION**

The principal office of the corporation, at which the general business of the corporation shall be transacted and where the records of the corporation will be kept, is located in the East Library, 5550 N Union Blvd, Colorado Springs, CO 80918.

**ARTICLE IV
MEMBERSHIP**

Section 1 Eligibility

Any person or organization may become a member upon payment of annual dues.

Section 2 Types of Membership

The Board of Directors shall determine types of membership and applicable dues. The types of membership shall be publicized to the community.

Section 3 Dues

Dues are payable upon joining the Friends and renewed annually, with the exception of a Lifetime membership. The membership year is one year from the date the membership is recorded. Members may designate a specific PPLD Branch as their branch of choice and one-half of their membership dues shall be provided to the designated Branch Friends. A grace period of thirty days shall be allowed before deleting members from the membership roll.

**ARTICLE V
MEETINGS OF THE MEMBERSHIP**

Section 1 Annual Meeting

The Annual Meeting of the membership shall be held in April with written notice to the members sent no less than thirty days before the Annual Meeting.

Section 2 Special Meetings

Special meetings of the membership may be held at a time and place designated by the Board of Directors with no less than seven days notification given. Any such meeting shall be held for the purpose(s) designated in such notice.

Section 3 Quorum

The presence of at least twenty members at an annual or special meeting shall constitute a quorum for the transaction of business.

Section 4 Voting

The vote of the majority of the members present at any meeting of the members shall decide any matter brought before such members.

**ARTICLE VI
BOARD OF DIRECTORS**

Section 1 Number, Manner of Selection, and Term of Office

- a. Voting Members. The voting members of the Board of Directors, who are uncompensated volunteers, shall consist of no fewer than five and no more than nineteen members of the Friends, and shall include a representative elected by each Branch Committee, if they so desire. The directors, other than directors elected by their branch, are elected at the Annual Meeting. The Nominating Committee shall be responsible for identifying the nominees and ensuring that their names are sent to the membership with the announcement of the Annual Meeting. No member of the board shall serve more than three full consecutive two-year terms. By majority vote, the board may appoint directors during mid-term. The appointed directors will have full voting privileges. The appointed directors may stand for election at the Annual Meeting and, upon election, will be eligible to serve for three consecutive two-year terms.
- b. Non-voting Members: Ex officio members of the board are the Executive Director of PPLD, any staff member the Executive Director of PPLD designates to serve as the staff representative to the board, the Friends Administrator, representatives from PPLD Board of Trustees, and representatives from PPLD Foundation.
- c. The Board year is May 1 through April 30.

Section 2 Qualification of Elected Directors

No person shall be elected or continue to serve as a director of the Friends who is a member of the PPLD Board of Trustees or a member of the staff of the Pikes Peak Library District, or whose annual membership dues are not current.

Section 3 Meetings of the Board

The Board shall meet monthly at times and locations directed by the Executive Committee. Special meetings may be called by the President with no less than a ten-day notice and shall be held at such time and place for such purpose as directed by the President.

Section 4 Quorum

The presence of a majority of the voting board members constitutes a quorum for the transaction of business.

Section 5 Voting

a. In Person

The vote of the majority of the voting board members present at any meeting of the board shall decide any matter brought before such meetings.

b. E-mail

(1) The President of the Board of Directors may initiate an e-mail vote when he/she deems that an issue requires action prior to the next regular meeting of the board. This procedure shall not replace a regular meeting of the board and shall only be used in rare situations. The President or Secretary will keep an official copy of the e-mail with the complete list of Board e-mail addresses to confirm every board member has been notified. The President shall ensure all board members receive timely notification of the results of the e-mail vote.

(2) Board members have at least five days from the date the e-mail is sent to respond to the vote request. During this five-day period, any comments and discussion from board members shall be transmitted by e-mail to each member of the board as well as the Friends Administrator.

(3) A two-thirds majority of members voting in the affirmative shall carry the motion.

(4) The vote shall be tabulated and certified by the President, reported to the Secretary, recorded at the next regular meetings, and entered into the official board minutes.

Section 6 Vacancies and Absences

Any vacancies occurring on the Board of Directors may be filled for the remainder of the unexpired term by a majority vote of the remaining members of the board. Any director who is absent from three consecutive board meetings and has not given advance notice may be removed from the board. This action shall require a majority vote of the board.

Section 7 Powers and Duties

The board has full charge of the property and business of the corporation, with full power and authority to manage and conduct same, subject to the instructions of the general membership. For this purpose, the board may appoint any special committees it deems necessary.

Section 8 Director Emeritus

At the discretion of the board, the title of Director Emeritus may be awarded.

ARTICLE VII OFFICERS, EXECUTIVE COMMITTEE, AND HISTORIAN

Section 1 Election of Officers

The elected officers of the Friends are President, Vice President, Secretary and Treasurer. These officers are elected for a one-year term at the regularly scheduled March board meeting, installed at the Annual Meeting, take office May 1 and serve until April 30 of the following year.

These elected officers comprise the Executive Committee. They may serve no more than two consecutive one-year terms in any one office.

Section 2 Duties of the President

The President shall be chairperson of the Board of Directors. The President shall preside at all meetings of the Friends of PPLD, the Board of Directors and the Executive Committee. The President shall be an ex officio member of all committees except the Nominating Committee. The President shall appoint a historian and all committee chairpersons. The President shall have those powers of supervision and management as usually pertain to the Office of President, and shall perform such other duties as may be designated by the board.

Section 3 Duties of the Vice President

In the absence or incapacity of the President, the Vice President shall preside at meetings and perform all other duties of the President. The Vice President shall perform such other duties as the President and board may designate. In the event of the inability of the President to serve the full term of office, the Vice President shall assume the position of President and shall complete the term.

Section 4 Duties of the Secretary

The Secretary shall keep and publish a written record of all the meetings of the Board of Directors and of the Executive Committee; give written notice and keep attendance of all board meetings; keep records of the officers, directors, and members of the Friends and their addresses and phone numbers; and be charged with the performance of any task in these bylaws imposed upon the office.

Section 5 Duties of the Treasurer

The Treasurer shall collect, hold, and disburse any and all funds under the direction of the Board of Directors. Branch Committees shall determine the expenditure of the funds collected by their Branch Committee. The Treasurer shall keep, or cause to be kept, regular books of account and present the Treasurer's Report to the Board for their approval at each meeting. With respect to the tax obligations of the Friends, the Treasurer is responsible for disbursing the necessary funds to the appropriate collection agencies as required by city, state or federal regulation. The Friends Administrator is the Treasurer's agent in fulfilling this obligation and is the registered agent of the corporation with the State of Colorado.

Section 6 Executive Committee Members and Duties

The members of the Executive Committee consist of the four elected officers. The Friends Administrator and PPLD staff representatives are considered ex-officio members of the Executive Committee and are invited to meetings of the committee on an ad hoc basis.

The Executive Committee shall meet at the call of the President as often as necessary to prepare for meetings of the Board of Directors. The Executive Committee shall set the time and place for all meetings of the board, approve the members of the Nominating Committee as appointed by the President and perform such duties as the board may designate.

Section 7 Duties of the Historian

A historian shall collect information to be used for the annual update of the history of the organization; compile such an annual update; provide information to the board, the library district and community agencies about the Friends whenever needed or requested. This is not an elected position on the Board. Any director or any volunteer from any branch may fulfill the above duties

ARTICLE VIII FRIENDS ADMINISTRATOR

Section 1 Appointment

The Board of Directors may employ a Friends Administrator. The Friends Administrator shall serve as ex-officio member of all committees other than the Executive Committee. With approval of the board, the Friends Administrator may employ other staff.

Section 2 Duties

The duties of the Friends Administrator are specified in a separate document which will be reviewed annually and updated whenever deemed necessary by the Board.

ARTICLE IX COMMITTEES

Section 1 Standing Committees

As needed, the following standing committees shall be established and staffed from the board and the general membership. As required, the President shall appoint a chairperson for each committee for a one-year term within one month after the Annual Meeting. Each chairperson shall be responsible for obtaining members for their committee.

a. Nominating Committee

(1) The Nominating Committee shall consist of a minimum of three members of the Friends, one of whom must be a member of the board.

(2) The Committee shall present a slate of nominees for the Board of Directors at the Annual Meeting. This slate shall be mailed to the membership with the notice of the Annual Meeting. Additional nominations for Directors may be made from the floor at the Annual Meeting provided consent of the nominee has previously been obtained.

(3) The Nominating Committee shall nominate one or more candidates for each office of the Executive Committee and shall present the slate of candidates to the Board at the Board's March meeting. Candidates for office are voted on in the order of President, Vice President, Secretary and Treasurer. Balloting for each office immediately follows the closing of nominations from the floor for that office. The ballots are counted for that office and the result is announced before the next office to be voted on is opened for nominations from the floor. The newly-elected officers will be installed at the Annual Meeting and begin their term May 1

b. Membership Committee

The Membership Committee shall encourage membership in the Friends by actively recruiting new members through an annual membership drive during the month of September or other month as designated by the board

c. Program Committee

The Program Committee shall sponsor programs that enhance PPLD's mission and make the community more aware of PPLD's purpose. The programs may consist of book reviews, authors' nights, discussion groups, exhibits, teas. The committee is responsible for organizing the Annual Meeting of the Friends.

d. Book Sale Committee

The Book Sale Committee is primarily responsible for assisting the Executive Director in the supervision of the Penrose Library and East Library bookstores and organizing regular book sales. The committee shall promote the collection of books by various means to ensure a plentiful supply for each sale. The committee shall periodically review the operations of the bookstores and the process for periodic book sales for opportunities for improvement, to ensure planned revenue for each fiscal year, and to promote ideas for revenue.

Section 2 Special Committees

The board may create special committees.

**ARTICLE X
CONTRIBUTIONS AND GIFTS**

Section 1 General

Donors making contributions and gifts to the Friends in furtherance of its objectives and purposes may make contributions and gifts of any kind and nature whatsoever. All contributions and gifts are subject to acceptance by the Friends. The Friends reserves the right to reject any contribution or gift.

The Corporation may receive, participate in, and contract for annuities, deferred gifts, life income, gifts, trusts, specific endowment, instrument or arrangement.

Section 2 Conditions, Gifts and Endowments

Donors may impose such limitations, stipulations, and restrictions on the use or purpose of contributions and gifts. The Friends shall honor such limitations, stipulations, and restrictions, provided the same would not jeopardize the corporation's status as a non-profit, tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code.

Section 3 Investment of Funds

All funds received by the Friends for which there is no immediate need for operations shall be invested by the Corporation for production of income and/or capital appreciation in such accounts, certificates, deposits, funds, repurchase agreements, bonds, stocks securities, bank common trust funds, and other prudent investments irrespective of whether the same are insured by state or federal authorized agencies or identified as lawful investment by the statute of the State of Colorado. All income so produced shall be accumulated, held, invested, and reinvested until such time as said sum or some portion thereof is needed in order to carry out the purposes of the Friends.

**ARTICLE XI
RELATIONSHIP WITH OTHER PIKES PEAK LIBRARY DISTRICT BODIES**

The Friends shall foster and maintain a professional relationship with the Board of Trustees of PPLD and the Foundation of PPLD to enhance the ability of all three bodies to support the mission of PPLD. The Board of Trustees and the Foundation shall be invited to provide representatives to the Friends Board to serve as ex-officio members of the Friends Board. At the invitation of these representatives, the Friends will provide a representative to their meetings. The representative may be any member of the Friends Board.

**ARTICLE XII
AMENDMENTS**

The Board of Directors has the power to amend the bylaws of the corporation as deemed necessary for the proper management of the corporation. Any amendments shall be approved by a majority vote of the entire Board of Directors. The amended bylaws will be made available to the members of the Friends and PPLD no later than seven days following approval.

**ARTICLE XIII
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised are the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

**ARTICLE XIV
DISSOLUTION OF THE CORPORATION**

See Article XI of the Articles of Incorporation.

**ARTICLE XV
LIMITATIONS REQUIRED FOR TAX EXEMPTION**

The corporation shall not conduct or carry on any activities not permitted by an organization exempt under Section 501(c)(3) of the Internal Revenue Service Code. Specifically, and in accordance with Article III, Paragraph B of the Articles of Incorporation, no substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publication or distribution of statements), any political campaign on behalf or any candidate for public office.