

Bylaws Friends of the Lacey Timberland Library

DBA Friends of the Lacey Library

Revised & adopted January 12, 2026

Article I – Name

Section 1: The name of the corporation shall be FRIENDS OF THE LACEY TIMBERLAND LIBRARY, doing business as (dba) Friends of the Lacey Library.

Article II – Purpose

Our purpose is to raise funds to provide support for library programs and facility needs. We also share new and used books with other community partners who share our passion to promote literacy.

Article III – Statement of Values

Political Activity

The Friends of the Lacey Timberland Library is organized exclusively for charitable and educational purposes, in accordance with the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law). As a 501c3 Not for Profit Corporation, and in compliance with the Internal Revenue Code, The Friends of the Lacey Timberland Library is prohibited from directly or indirectly participating in, or contributing funds to, any political campaign. We are an apolitical organization and welcome people with diverse political opinions to join us to financially support library operations and promote literacy.

Non-Discrimination

We believe everyone should be treated equally, regardless of race, sex, gender identification, sexual orientation, native language, religion, age, disability, political affiliation, marital status, citizenship, genetic information, pregnancy, or other characteristics protected by law.

Hate Speech

We do not tolerate hate speech in any form. This organization is founded upon respect for human dignity, freedom, democracy, equality, the rule of law, and respect for human rights. All forms of hatred and intolerance are incompatible with these fundamental rights and values.

Book Bans

We do not support banning books. We believe that the ability to freely choose what to read is a cornerstone of democracy and a free society. We hold that Book Bans suggest that access to diverse viewpoints should be restricted based upon subjective notions of appropriateness, undermining the principles of intellectual freedom.

Conflict Resolution

Members have the right to volunteer in a non-hostile environment. They are entitled to be valued and respected, and they have an obligation to behave in a respectful manner toward others. Leaders will resolve conflicts between members impartially, equally allocating opportunities, benefits, and burdens.

Article IV – Membership / Meetings

Section 1: Membership in this corporation shall be open to all individuals upon payment of dues.

Section 2: Each member shall be entitled to attend any regular business or special meeting of the corporation.

Section 3: Any member is entitled to bring any issue to a regular meeting and ask for placement of the issue on the Board's next agenda.

Section 4: An annual meeting of the membership shall be held in January following the close of the fiscal year, to elect the Board of Directors and its Officers, to receive various reports, to approve the annual budget, and act on any other business.

Section 5: Special membership meetings may be scheduled as recommended by either special committees or the Board of Directors.

Section 6: Action may be taken by a simple majority vote of the Board members present.

Article V – Board of Directors

Section 1: The Board of Directors shall consist of the four (4) duly elected Officers and the Standing Committee Chairpersons appointed by the Board. The Board of Directors shall be members in good standing of the Friends of the Lacey Library.

Section 2: The Officers shall be the President, Vice-President, Secretary, and Treasurer. The Standing Committee Chairpersons may be Book Sales, Publicity, Membership, Online Sales, Book Place, and other committees deemed necessary and approved by a simple majority of those Board members present or by approval of a simple majority of Board members.

Two persons may serve in a cooperative capacity for President as Co-Presidents. References to President in this document also apply to Co-Presidents.

A Vice-President is not necessary when two persons agree to serve as Co-Presidents.

Each person serving in a cooperative capacity for any office is allowed one vote for the purposes of board decisions.

Section 3: All Officers shall be elected to regular two-year terms. The President and Secretary shall be elected in even years, the Vice-President and Treasurer in odd years. Individual Co-Presidents shall be elected in alternate years.

Section 4: Officers shall not serve for more than three consecutive terms. A current Officer may continue until a successor has been elected or appointed by a simple majority of the Board of Directors.

Section 5: At the September meeting, the Board will select a committee of at least three Board members to promote and review nominations for upcoming vacant positions. At the Annual Meeting additional nominations from the floor may be made, with the consent of the person(s) nominated.

Section 6: Vacancies of any position of the corporation shall be filled by appointment for the remainder of the unexpired term by a vote of a simple majority of the Board of Directors.

Article VI – Duties of the Board of Directors

Section 1: The Board of Directors shall administer all funds of the corporation and manage the affairs of the Friends of the Lacey Library in accordance with the bylaws.

Section 2: The President shall preside over and conduct meetings, be an ex-officio member of all committees, and represent the Friends of the Lacey Library.

Section 3: The Vice-President shall perform the duties of the President in his or her absence. The position will have the following additional duties: serving on the Budget Committee and reviewing the monthly reconciliation of the accounts.

Section 4: The Secretary shall record attendance and take the minutes of meetings, as well as conducting the corporation's correspondence as requested by the President.

Section 5: The Treasurer shall keep the financial records of the corporation and be the custodian of all monies. He or she shall also present financial reports to the Board of Directors at its regular meetings and keep organizational accounts.

Section 6: All non-budgeted bills or estimates of anticipated expenditures shall be submitted in writing to the Treasurer prior to each Board meeting for approval of payment. Amounts of fewer than two hundred dollars (\$200.00) shall be accompanied by an itemized receipt. Amounts above two hundred dollars (\$200.00) shall be pre-authorized by the Board of Directors before any commitment or expenditure may be made. Emergency expenditures can be approved by two Officers.

Checks shall require one signature, and be signed by the President, Vice-President, or Treasurer. An elected Officer and one designated member shall count book sale, Book Place, and Annex monies and sign appropriate records. One of the persons shall be responsible for depositing the money.

Section 7: Meetings of the Board of Directors shall be held six times per year. Special meetings may be called at any time by request of the President or any member of the Board of Directors. Each member of the Board shall have one vote. A quorum is defined as a simple majority of Board Members. Provided there is a quorum, a simple majority of votes is necessary to address and resolve any matter.

Article VII – Amendments

Section 1: Amendments to these bylaws may be made by a two-thirds majority of those present at any membership meeting. All Board members must be notified at least two weeks before an amendment is presented.

Article VIII – Parliamentary Procedure

Section 1: Roberts Rules of Order, Revised, when not in conflict with the adopted bylaws, shall govern the proceedings of the Corporation.

Article IX - Finances

Section 1: The fiscal year shall be from January 1 through December 31.

Section 2: Friends Budget: The Budget Committee shall consist of the President, Vice-President, Treasurer, and an at large member of the Board. The Treasurer will work in partnership with the Budget Committee to develop the Friends Annual Budget in October of the preceding year. It should be presented to the Board for review before the annual meeting. After adoption by the committee the Treasurer will present the annual budget to the full board at the January meeting for a vote.

Section 3: Library Budget: The Library Manager will submit the proposed annual budget to the Budget Committee no later than August 1 of the preceding year. The budget committee and the library manager will work in partnership to resolve any issues of concern and suggest changes they deem appropriate. It should be presented to the board for review before the annual meeting. Upon agreement by the Library Manager and the Budget Committee the Library Annual Budget will be presented to the full Board of Directors at the January meeting for a vote.

Article X - Dissolution Statement

Section 1: Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation. The disposal shall be in such a manner, or to such corporation(s) as at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine.