

**BY-LAWS**  
**FRIENDS OF THE ST. PETE BEACH PUBLIC LIBRARY, INC.**  
**ST. PETE BEACH, FLORIDA**

**Article I**

**NAME**

The name of this Corporation shall be **FRIENDS OF THE ST. PETE BEACH PUBLIC LIBRARY, INC.**

**Article II**

**PURPOSE**

- Section 1. The purpose of this Corporation shall be to promote and support the St. Pete Beach Public Library.
- Section 2. A further objective shall be to provide perpetual guardianship for properties, real or personal, donated or bequeathed, to the Corporation, for the benefit of the Library or for the promotion of any of its objectives.

**Article III**

**MEMBERSHIP**

- Section 1. Eligibility: Any person of good character who is interested in the objectives of this Corporation shall be eligible for membership.
- Section 2. Dues Schedule and Membership: The Board shall have the authority to set the dues schedule and membership classifications. Annual dues are payable on January 1. The Chair of the Membership Committee shall notify members who have failed to pay dues within six months, and they shall automatically be dropped from the membership roll at the end of the six-month period. Initial dues paid after October 1 entitle a new member to membership from date of payment until the end of ensuing calendar year.

## **Article IV**

### **BOARD OF DIRECTORS**

- Section 1. The management of the affairs, funds, and property of the Corporation shall reside in the Board of Directors.
- Section 2. The Board shall consist of not less than six (6) nor more than fifteen (15) members in good standing.
- Section 3. Directors shall be residents of, or have their principal place of business within, Pinellas County and have a library card from one of the libraries within the Pinellas Public Library Cooperative. In addition, he or she must be a member of the Friends of the St. Pete Beach Library.
- Section 4. A majority of the entire Board shall constitute a quorum. The majority opinion of those present and voting shall prevail. Three (3) consecutive absences from a meeting of the Board of any Director, without advance notice of a valid reason, shall be deemed a resignation, and the Director so advised.
- Section 5. The Administrator of the Library shall serve as a non-voting, ex-officio member of the Board. No library Staff member may serve as a Director.
- Section 6. The Board shall meet at least eight (8) times annually, the dates for each meeting to be set by the Board at the previous meeting.
- Section 7. Meeting participation may be by telephone conference call so long as all Directors can hear and speak to all other Directors at the meeting.

## **Article V**

### **OFFICERS**

- Section 1. The officers of this corporation shall be a President, Vice-President, Secretary, and Treasurer.
- Section 2. **DUTIES OF OFFICERS**
- a. The President shall preside at all Board meetings, be an ex-officio member of all committees, and shall perform such other duties as directed in these By-Laws.
- b. The Vice-President shall preside at all meetings in the absence of the President, and perform such other duties that may be assigned by the President or the Board.

- c. The Secretary shall keep the minutes of all meetings, be responsible for and have access to all records belonging to the Corporation, shall make all records available to Board members on request, and perform such other duties that may be assigned by the President or the Board.
  - d. The Treasurer shall keep the books of the Corporation, be responsible for all monies received by the Corporation, deposit funds in the name of the Corporation in an institution acceptable to the Board, make a complete financial report at all Board meetings, supply information to Board members on request, prepare a financial statement covering the fiscal year October 1 to September 30, and report to the Annual Meeting. The Treasurer or another designated Board member shall pay by check all bills.
- Section 3. Any vacancy in any aforementioned office shall be filled by the Board for the unexpired term. In the case of a vacancy in the office of the Secretary or the office of the Treasurer, the President may temporarily appoint a Board member to serve until such vacancy is filled by the Board.

## **Article VI**

### **COMMITTEES**

- Section 1. The Executive Committee shall consist of all the elected officers. It shall have the power to handle emergency matters only which may arise between Board meetings. All actions taken by this Committee must be ratified by the Board.
- Section 2. The Membership Committee shall consist of up to three (3) members, shall keep an up-to-date membership list, provide copies on request to members of the Board, increase and promote membership, notify members of dues payable, and transmit dues payment to the Treasurer.
- Section 3. The Board may create such other committees as deemed necessary to carry on the work of the Corporation.

## **Article VII**

### **MEETINGS**

- Section 1. Annual meetings shall be called between October 1 and November 30. Each member shall be entitled to one vote, and only members may hold offices. Non-members may be invited to regular and special meetings and serve on committees except as chair.
- Section 2. An Annual Report shall be made available in the *Tidings* library newsletter and in the library between October 1 and December 31. A press release may also be submitted to the local publications containing information on the Annual Report.

**Article VIII**

**AMENDMENTS**

These By-Laws may be amended by a three-fourths ( $\frac{3}{4}$ ) vote of the entire Board.

Adopted June 29, 2009

Revised July 12, 2012

Revised June 4, 2015

Revised November 8, 2018