

BY-LAWS

ARTICLE I - MEETINGS

Section 1: The annual meeting shall be held in October. Members shall be notified in writing at least two weeks prior to the date of the meeting.

Section 2: Meetings of the Board of Directors shall be held throughout the year on specific dates agreed on by the Directors.

Section 3: A simple majority of the Board of Directors shall constitute a quorum.

Section 4: The Library Director or a delegated representative shall be present at all meetings.

Section 5: All meetings shall be open to the public.

ARTICLE II - DUTIES OF THE OFFICERS AND DIRECTORS

Section 1: The President shall -

- a) Preside at all meetings.
- b) With the consent of the Board of Directors, appoint all committee chairpersons and coordinate their activities.
- c) Represent the Friends before any group requesting presence of the Friends, or delegate a representative.
- d) Be an ex-officio member of all committees except the nominating committee.
- e) Prepare a brief annual report to include information on the activities of the past year and an announcement of the annual meeting in October.

Section 2: The Vice President shall -

- a) Preside at meetings and perform the duties of the President in the absence of the President.

Section 3: The Secretary shall:

- a) Keep the minutes of all Board and Annual meetings and distribute them to all Board Members, the Hibbing Public Library-Director and the Hibbing Public Library Board of Trustees.
- b) Conduct correspondence as directed by the President.
- c) Perform such other duties as are customary of the office of Secretary.
- d) Post a copy of the meeting minutes in the Hibbing Public Library.

Section 4: The Treasurer shall -

- a) Be the chief financial officer of the organization.
- b) Make regular financial reports to the Board of Directors.
- c) Keep and account of all money received by the organization and deposit the same in a bank designated by the Board of Directors.
- d) Pay all bills as approved by the Board of Directors.
- e) Act as membership chairperson, collect all dues, maintain a current list of paid members, and regularly inform the Board of the status of membership.
- f) Perform such other duties as the Board of Directors may from time to time prescribe.

ARTICLE III - DUTIES OF STANDING COMMITTEES

Standing Committees were abolished by Board vote, August 4, 2009.

ARTICLE IV - DUES STRUCTURE

Section 1: Dues for Individual, Family and Business Memberships shall be payable annually.

Section 2: Dues shall be annually set by the Board of Directors prior to the annual membership drive.

Original Articles of Incorporation of Friends of the Hibbing Public Library, Inc. were signed and notarized September 16, 1991 and filed with the Minnesota Department of State October 02, 1991.

Constitution and By-Laws of the Friends of the Hibbing Public Library were amended by Board approval on the following dates:

August 18, 1992

April 16, 2004 (Filed with MN Secretary of State May 5, 2004)

August 4, 2009 (Procedural changes only, did not require State filing)

October 6, 2011 (Procedural change only)

November 6, 2012 (Procedural change only)