

BY LAWS FOR  
THE FRIENDS OF THE NEWARK PUBLIC LIBRARY  
NEWARK, NEW YORK 14513

Article I. Name

Section 1. The name of this organization shall be THE FRIENDS OF THE NEWARK PUBLIC LIBRARY.

Article II. Purpose

Section 1. The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services; and to support and cooperate with the library in developing library services and facilities for the community.

Section 2. This organization shall be an unincorporated organization.

Article III. Membership and Contribution/Donation

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purpose. This includes representative of organizations, clubs or businesses when such representation is desired.

Section 2. Contribution/donation requested annually.

Patron	\$10.00
Supporting	\$25.00
Benefactor	\$50.00

Section 3. Members of the Newark Public Library Board of Trustees may be members of this organization however not serve on the Steering Committee. The Steering Committee welcomes trustee participation but they are not able to vote on items brought forth.

Section 4. Each Steering Committee shall be entitled to one vote.

Article IV. Officers and Duties of Officers

Section 1. The officers of this organization shall be a president, vice president, secretary, and treasurer who shall serve a minimum one year term. The officers shall be selected at the annual meeting.

Section 2. The president shall preside over and conduct meetings and appoint all committees and be an ex-officio member thereof.

Section 3. The vice-president shall perform the duties of the president in the absence of the president and prepare herself/himself to assume the duties as the next president.

Section 4. The secretary shall keep a record of the minutes of all meetings of this organization and shall conduct all correspondence.

Section 5. The treasurer shall keep and maintain the financial records of this organization.

#### Article V. Steering Committee

Section 1. General management of this organization shall be vested in a Steering Committee which shall consist of 7 members – the officers of this organization and 3 other members of this organization.

Section 2. The librarian(s) shall serve as ex-officio member(s) of the Steering Committee.

Section 3. Four (4) members of the Steering Committee shall constitute a quorum.

Section 4. The Steering Committee shall be members of this organization and who are elected at the annual meeting of this organization.

Section 5. The Steering Committee shall meet not less than three (3) times a year upon call of the president. These meetings shall be open to the entire membership.

Section 6. The Steering Committee shall serve without remuneration for its services.

#### Article VI. Funds

Section 1. All funds shall be invested in the name of, or deposited to the account of, The Friends of the Newark Public Library, and shall be disbursed by the treasurer or another member as authorized by the Steering Committee. Should organization cease to exist and do business, property and assets shall be turned over the Newark Public Library.

Section 2. The treasurer shall make a financial report at the annual meeting of this organization. The fiscal year shall be July 1 – June 30.

Section 3. All requests for sponsorship and financial support must be presented to the Steering Committee in writing.

## Article VII. Meetings

Section 1. The annual meeting of this organization shall be held each year sometime in June, to be determined by the Steering Committee, for the purpose of electing Steering Committee members and for transacting other business.

Section 2. 4 members shall constitute a quorum at the annual meeting.

Section 3. Notice of the time and place of the annual meeting of this organization shall be posted in the library two weeks prior to the annual meeting.

Section 4. Member of the Steering Committee shall not be absent for more than three meetings unless excused by president for good cause shown.

## Article VIII. Amendments

Section 1. A change in these by-laws may be proposed and amendments may be made at any meeting providing there is a quorum in attendance. The amendment must then be presented at the annual meeting in order to record them into the by-laws.

Updated: January 22, 2025