By-Laws
The Friends of the Limestone Township Library District

Article 1

Name and Organization

1. The name of the organization shall be The Friends of the Limestone Township Library District. It should be generally known as the *Friends of the Library* and members known as Friends.
2. The Friends of the Library is a not-for-profit, nonsectarian, non-political organization associated with Limestone Township Library District, 2701 W Tower Rd, Kankakee, IL 60901, which may be referred to as the *Library*.

Article 2

Purpose

1. The purpose of the Friends of the Library shall be to develop and maintain an association of Library supporters, to heighten awareness of Library services and facilities, to promote public support for the enhancement of Library resources, to develop supplemental funding for the Library and to provide, sponsor or support programs that further Library objectives in coordination with the Library.
2. It is recognized that the administration of the Limestone Township Library District is vested in the Library Board of Trustees and the Library Director.

Article 3

Membership

1. Membership in this organization shall be open to individuals, organizations and businesses that are in sympathy with the purpose of the Friends of the Library.
2. One or more membership categories shall be determined by the Board of Directors. Dues shall be set by the Board of Directors. The membership year shall begin immediately after the annual meeting and terminate at the next annual meeting.
3. No dues will be charged to be a member of Friends of the Library at this time.
4. Each member shall be entitled to one vote, with the exception of sitting Library Trustees, who will not be eligible to vote or hold office. They may, however, serve on a committee.

Article 4

Board

1. The Friends of the Library Executive Board of Directors shall consist of the following officers: President, Vice-President, Secretary, and Treasurer.
2. These officers, along with the appointed committee chairs, one representative from the Limestone Township Library District Board of Trustees, and the current Director of the Library shall meet at least once a year and shall constitute the governing body of Friends of the Library. Every Executive Director shall be a member of the Friends of the Library organization.

Officers

1. Officers will be elected in each year's annual meeting. Nominations from the floor will be accepted. No member shall be nominated for office without consent. No member of the Library Board of Trustees or the Library staff may simultaneously serve as an officer of the Friends of the Library.
2. The term of the office shall be one year, beginning immediately after the annual meeting and terminating at the next annual meeting.
3. The officers shall be the President, the Vice-President, the Secretary, and the Treasurer.
   a) The President shall preside at all meetings, including annual meetings and Board of Directors' meetings. The President shall be the chief executive officer of the organization and shall provide direct administration of the business of the organization with the advice of the Library Director and the Library Board of Trustees. The President shall provide an agenda for all meetings and coordinate with the Library staff to post meeting notification three days in advance of the meeting date.
   b) The Vice-President shall preside in the absence of the President and shall perform such duties as requested by the President. In the event of the resignation, incapacitation or death of the President, the Vice-President shall become President for the remainder of that term of office.
   c) The Secretary shall be responsible for keeping all non-financial records of the organization and shall keep correct records of meetings of the organization, as well as conduct correspondence as required.
   d) The Treasurer shall be responsible for maintaining financial records of the organization, including an accurate record of all funds received, dispersed and on hand, and shall submit a current financial statement at the annual meeting and at each meeting.
   e) The President and the Board of Directors shall jointly administer all funds.
   f) In the event of dissolution of the organization, the assets of the Friends of the Library shall be transferred to the Limestone Township Library District and used for enrichment of the Limestone Township Library District.

Article 5

Financial

1. The activities of the Friends of the Library shall be self-supporting. All funds accrued by the Friends of the Library shall be deposited in the account of the Friends of the Library and shall be accounted for and dispersed by the Treasurer as authorized by the Board of Directors.
2. The Treasurer shall maintain and be responsible for all Books of Account. The disbursement of funds from Friends of the Library accounts must be authorized by the signature of the Treasurer and another officer. A Library Board Trustee may be a signator in lieu of a Friends of the Library Officer. The Treasurer shall ensure that all federal and state tax requirements are met.

3. No member of this association shall be liable except for unpaid dues. No personal liability shall in any event be attached to any member of this association in connection with any of its undertakings.
4. No part of the net earnings of the association shall be used to the benefit of any member, officer, or executive board member or any other private individual, except for compensation for services or goods rendered to the association and approved by the Executive Board.
5. Funds accrued by the Friends of the Library shall be donated to benefit the Limestone Township District.
6. There will be an annual audit of all financial records from the fiscal year prior to the annual meeting. This will be done by the Library Board Treasurer in coordination with the Friends of the Library Treasurer.

Article 6

Meetings

1. The Friends of the Library shall meet six times a year on dates set by the President and Board of Directors. The election of officers and transaction of other business will take place at the annual meeting held in May on a date set by the President and Board.
2. A meeting may be called at any time by the President or Vice-President, or by a written request of a majority of the Board of Directors, or by a written request by 10% of the membership
3. A quorum shall consist of a majority of Friends members in attendance.
4. A notice of all meetings shall be given at least three days prior to the meeting and posted on the Library door and on the Friends of the Library website.
5. All meetings shall be conducted in accordance with Robert's Rules of Order.
6. Meetings may be conducted by remote video with a service such as Zoom where members can be seen and heard by all participants.

Article 7

Committees

1. The President shall appoint committees as needed.

Article 8

By-Laws

1. These By-Laws shall be reviewed bi-annually.
2. These By-Laws may be amended on two weeks' prior notice at any meeting of this association by a 2/3 majority of the members present.

Approved and adopted by the Friends of the Library Board of Directors and members.

Date Sept. 29, 2026