

NOTICE OF INTENT TO AMEND THE FRIENDS OF THE PORTAGE FREE LIBRARY BYLAWS

Article II: **Purpose**

The purposes of the Friends shall be to:

- F. ~~Donate one book to the library each year in honor of all Friends and Volunteers of the Library.~~ **Annually, donate at least one book to the library in honor of a designee or designees as agreed-upon by the Executive Board of the Friends of the Portage Library.**
- G. **Create and distribute a quarterly Friends' newsletter**

Article III: **Membership and Meetings**

- B. Meetings **of the general membership** shall be held in the manner described below and conducted according to Robert's Rules of order except when in conflict with these bylaws.
 - 1. Other meetings: The Executive Board can schedule additional **general** meetings if deemed necessary.

Article IV: **Executive Board**

- A. The Executive Board (hereafter referred to as the Board) shall consist of four officers, **and** eight members-at-large, including one student representative.
 - 4. Treasurer
 - a. ~~Keep a record of all receipts and disbursements. Make regular financial reports to the Board.~~
 - c. **Prepare and distribute to the Executive Board and library staff monthly Treasurer's reports which detail receipts and disbursements as well as the organization's current budgetary position.**
 - C. Committees:
 - 1. The Board shall determine what committees are needed throughout the year and suggest committee objectives, responsibilities, and membership. The Board will select ~~a chairperson(s).~~ **the chairs of those committees.**
- 1. Elections:
 - a. The election of ~~§ twelve (12)~~ **twelve (12)** Board members-at-large including one student member, and **the** four officers will occur at the annual **general membership** meeting, by a majority vote of those present.
 - b. The nominating committee will present its nominations ~~at that~~ annual meeting and additional nominations from the floor will be accepted. (No one shall be nominated without his/her consent.)

Article VI: **Amendments Annually,**

- A. ~~The bylaws must be amended and approved at a regular meeting of — Friends by two-thirds of the Board members present. Notice of any proposed amendment shall have been published in the Friends newsletter and distributed to all Board members at least two weeks before said Board meeting.~~
A notice of intent to amend the by-laws shall be published in the Friends' newsletter and distributed to all Board members at least two weeks prior to a vote being taken. Comments, questions and responses to the proposed amendments must be submitted to the Executive Board by the date stipulated in the notice of intent to amend. Amendments to the by-laws must be approved at a regular meeting of the Friends' Executive Board by two-thirds of the members.