

**FRIENDS OF THE KINGSTON LIBRARY**  
**BY-LAWS – Adopted March 2002 (amended see below)**

**ARTICLE I**

NAME

The name of this organization shall be Friends of the Kingston Library. In these by-laws, the name shall be abbreviated as FOKL.

**ARTICLE II**

PURPOSE

The Friends of the Kingston Library is an organization dedicated to improving library services in Kingston. Members of the Friends also promote public use of the Kingston Library and appreciation of its value as a cultural and educational asset to the community.

The listed purposes of the FOKL shall be:

- Supporting library services in Kingston
- Assisting with fund raising
- Providing additional financial support for the library
- Promoting exhibits and special programs
- Receiving and soliciting\* gifts, bequests, and endowments to the library
- Any and all volunteering in the library exclusively
- Working cooperatively with other Friends groups

The Friends of the Kingston Library is organized exclusively for charitable, religious, educational and/or scientific purposes under Section 501 (c) (3) of the Internal Revenue Code.

\* Charitable solicitation refers to the act of requesting donations from individuals, groups, or the public through various means such as fundraising events, communication pieces, meetings, and calls. Nonprofit organizations are required to register with the NYS Attorney General Charities Bureau. to engage in charitable solicitation. Common forms of solicitation include face-to-face meetings with major donors and sponsors, donation appeals through email and mail, solicitation letters, fundraising calls, social media posts, website content including donation pages and forms, events, as well as digital or newspaper advertisements. These diverse methods are used to reach potential donors and raise funds for the organization's charitable endeavors.

**ARTICLE III**

AFFILIATION

The Friends of the Kingston Library shall be organized and operated as a non-profit organization that is affiliated with the Kingston Library. It shall conduct business as described by these by-laws. It may affiliate with other Friends groups as the members wish.

**ARTICLE IV**

SECTION 1: MEMBERSHIP and GUIDELINES

We are open to all, regardless of age or place of residence. We operate in cooperation with the Kingston Library Board of Trustees and the staff of the Library. We avoid involvement in Library policy

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making and government or in the selection or removal of books and other Library materials. However, we encourage and support the library as a free and democratic institution whose policies should support the right of all viewpoints to be expressed through library materials.

### **SECTION 2: ELIGIBILITY**

Membership is open to any family or individual interested in supporting the purposes of the Friends. The Friends of the Kingston Library offer opportunities for interested people to become part of a Library service organization. Our group encourages activities that use the interests, talents, and services of volunteers to benefit the Library.

Membership is in “good standing” when all of the following are met:

- dues (if any) are paid.
- the member conforms to these by-laws.
- the member represents the best interests of the Friends of the Kingston Library as recognized by the majority of the membership.

Membership of an individual (or individuals) may be revoked by a vote of two-thirds of the members attending a meeting called for such a purpose. Notification of members and the individual(s) involved must be made at least seven (7) days prior to said meeting. A member who has been removed from the membership shall have the opportunity to respond to the charges through written or verbal dialogue at the meeting held to discuss proposed suspension. Any membership may be revoked by 2/3rd majority vote of the members in “good standing” present at a meeting called for such purpose.

### **SECTION 3: MEMBERSHIP YEAR**

A member who has contributed to the current calendar year is to be accorded all rights and privileges of membership for 12 months. Membership is due on March 1st of each calendar year and if joined after November 1st is included in the full following year.

Annual Friendship Levels:

- Champion: \$200
- Advocate: \$100
- Patron: \$50
- Dual/Family: \$40
- Individual: \$30
- Senior/Student: \$15

## **ARTICLE V**

### **SECTION 1: VOTING ELIGIBILITY**

Any holder of a regular membership in “good standing” shall be entitled to vote on all business matters at a regular meeting.

Any member of the Executive Committee shall be entitled to vote at a meeting of such committee.

### **SECTION 2: VOTING**

Voting shall be by show of hands except as otherwise specified in these bylaws.

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**ARTICLE VI**

FUNDING (DUES, FEES, ASSESSMENTS and SPENDING)

The FOKL's activities shall be funded through the use of annual membership dues and the use of donations, book sale receipts, corporate sponsorship or other funds earned by the group. Most funds raised by the FOKL shall be donated to the library for its use, however some funds can be used for expenses of the group.

SECTION 1: MEMBERSHIP DUES

The annual Membership dues of the FOKL, if any, shall be assessed annually in amounts and on dates to be determined by the FOKL. The annual membership dues required for membership in the FOKL shall be established by a majority vote of the members of the FOKL upon the recommendation of the Executive Board.

SECTION 2: FUNDRAISING

Nothing herein contained shall preclude the FOKL from engaging in any fundraising activities for the purpose of raising revenues for the FOKL in order to permit the group to fulfill its purpose and any or all of the objectives as outlined above.

SECTION 3: SPENDING

Normal operating cost responsibility resides with the executive committee and is approved by membership.

SECTION 4: FISCAL YEAR

The fiscal year of FOKL will be from January 1st to December 31st.

**ARTICLE VII**

MEETINGS

SECTION 1: TYPE

There are two types of meetings held by this organization:

Regular meetings - The regular meetings of the FOKL as prescribed by these by-laws shall be held at least quarterly. The executive board shall publish a schedule of meeting dates annually. Additional meetings will be called at the discretion of the Executive Committee or the President. Notification of additional meetings shall be posted in the Kingston Library at least one (1) week in advance and/or through any other appropriate means.

The annual meeting shall be held in March. Bylaws will be reviewed at the beginning of every odd year (January and February to complete review) by pre-assigned Ad-Hoc Committee (Assigned at January FOKL meeting) for approval at the annual meeting.

If ten or more members of the FOKL request a general meeting in writing to the Secretary, the President or other officer acting in his/her place shall schedule such meeting within 30 days of receipt of said request.

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Executive Meetings - The Executive Committee shall meet: (a) on call of the President or (b) on demand, in writing, to the Secretary, by greater than 25% of the members of the Committee. The time and place of such meeting shall be fixed by the President or by the Executive Committee if the President fails to act.

SECTION 2: OPERATION

Order of Business - The conduct of business for all general meetings of the FOKL shall be in accordance with Robert's Rules of Order.

**ARTICLE VIII**

OFFICERS and EXECUTIVE COMMITTEE

The elected officers of the FOKL shall be President, Vice-President, Secretary and Treasurer, who acting together with the chairpersons of active committees, and the immediate past president (if desired) shall constitute the Executive Committee. Chairpersons of any active committees may serve on the executive committee if they wish to do so while the committee is active. The term of office shall be as of the March Reorganization Meeting and will run for 2 years. However, in establishing initial terms, the Vice-President and Treasurer will be elected for 2-year terms on odd-years and President and Secretary shall be elected for 2- year terms on even years. This will allow staggered terms so two of the four officers will be experienced. Once established, all terms will be two years. The Executive Director of the library may attend these meetings at their discretion as a non-voting attendee.

Officers may run for office without limit on their terms if no one else accepts nomination, but if someone is nominated for any position, then the term of office shall be limited to two consecutive terms. If an individual has already served two terms at the time of another's nomination, then the individual's term will end on the annual Reorganization meeting following the election.

The Executive Committee shall have general supervision and control of all the activities of the organization including oversight of membership tasks and promotional information and campaigns. The library Executive Director may attend these meetings as a non-voting member as they see fit. A quorum at an executive meeting shall be a simple majority of the Executive Committee. A quorum of the FOKL shall be a minimum of five (5) members including officers.

The resignation of any officer may be accepted by the Executive Committee. A vacancy in the Executive Committee may be filled by a majority vote of the remaining members of the Executive Committee. The term of office for the replacement shall be that remaining portion of the office being vacated.

**ARTICLE IX**

**DUTIES OF ELECTED OFFICERS**

**PRESIDENT** - The President shall promote leadership, direction, and organization of the activities of the FOKL and shall perform other duties as normally pertain to this office. The President shall be chairman of the Executive Committee and shall preside at all meetings of this committee and of the FOKL. The President shall appoint and discharge all committees, except as provided for in these by-laws, necessary for the proper operation of the FOKL and shall be an EX-OFFICIO member of all such

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committees, except the Nominating Committee. The immediate Past President of the FOKL shall be a member of the Executive Committee if he/she desires and shall have full voting powers on that Committee.

**VICE-PRESIDENT** - The Vice-President shall perform the duties-of-the President in the absence of or at the request of the President.

**SECRETARY** - The Secretary shall conduct all official correspondence pertaining to the FOKL. The Secretary shall keep the President well informed at all times of all correspondence and other matters pertaining to the organization. The Secretary shall keep a true record of the minutes of the Executive Committee meetings and the general membership meetings. All applications for membership in the FOKL shall be made to the Secretary.

**TREASURER** - The Treasurer shall have custody of all financial books and papers of the FOKL. The Treasurer shall be responsible for the collection of all fees and dues and shall have charge of all funds of the FOKL and place the same in such bank or banks as may be approved by the Executive Committee. The treasurer is empowered to deposit and withdraw funds as approved by the President and in consultation with the Executive Committee. The treasurer will submit reports periodically and at least once per year to the membership, usually at the annual meeting.

**ARTICLE X**

ELECTIONS

Election of Officers will first occur at the re-organizational meeting where these by-laws are adopted. Once by-laws are adopted, nominees will be elected at the annual meeting.

**ARTICLE XI**

COMMITTEES

**EXECUTIVE COMMITTEE** - See Article VII and Article VIII of these bylaws.

The following committees contribute to the success of the FOKL:

**EVENTS COMMITTEE**– The Events Committee shall be responsible for organizing, publicizing, and implementing a special event (such as a Book Sale, Cocktail Party or a Library Fair) for library supporters. There can be more than one sub-committee operating at any one time on specific events.

**FUNDRAISING COMMITTEE** - The Fundraising Committee shall be responsible for coordinating annual operating fund campaigns for the support of Library activities. (Traditionally this has been an appeal letter.) This committee will also explore opportunities and coordinate an avenue for donations that are long-term solutions to funding the Library. (These donations can come as sponsorship, planned giving, property, stocks and bonds, and other interest and asset vehicles that enhance the long-term goals of providing quality Library service to the City of Kingston.)

- Special Committees may be appointed by the President to perform certain functions not otherwise delegated to the officers or other committees mentioned in these bylaws. The number of members of said committee as well as its chairperson shall be left to the discretion of the president. The Committee

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may be dissolved by the president at the conclusion of its purpose. Some examples of an Ad-Hoc Committee may be for By-Laws update, fundraising, etc.

With respect to each committee:

If possible, there shall be a chairperson or co-chairperson who will organize the committee, schedule its meetings, and report on its activities to the general membership at regular FoKL Meetings.

**ARTICLE XII**

**RESIGNATION OF OFFICER** - The resignation of any officer shall be accepted at any regular meeting of the FOKL or meeting of the Executive Committee. If possible, a letter stating the reasons for the resignation shall be sent to the secretary 15 days prior to either meeting. If no letter is forthcoming, but the President has been informed of the resignation, then the position shall be considered open and a successor appointed in accordance with these by-laws.

**REMOVAL OF OFFICER** - If an officer (or member of the executive committee) fails to attend 3 consecutive meetings without proper excuse being given to the President or Vice-President (in the case of the President), that individual may forfeit his/her term of office and the remaining members of the executive committee can remove that officer by unanimous vote. Removal is effective immediately following the vote.

**ARTICLE XIII**

AMENDMENTS

The Executive Committee or any member in “good standing” may propose amendments to the bylaws at any regular meeting. Such proposals shall be submitted in writing to the Secretary or the President. Bylaws shall be amended in the following manner:

Once the proposed suggestion for bylaw amendment shall be submitted by a FOKL member or by the executive committee, the executive committee and/or President will have thirty (30) days to publish such amendment and schedule a general membership meeting for its consideration. The general membership meeting shall be held no sooner than 15 days after publication of the amendment.

A 2/3rd affirmative vote of the members in good standing present at the regular meeting or voting by mail will be required to approve any amendment. The bylaw amendment will be immediately effective upon receipt by the Secretary of notice of such approval.

**ARTICLE XIV**

EXCEPTIONS

These bylaws describe the rules by which the Friends of the Kingston Library is to be governed. Any situation concerning the governing of this organization which are not specifically described in these bylaws shall be governed by Robert’s Rules of Order. In any case in which these bylaws conflict with Robert’s Rules of Order, these bylaws shall prevail.

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(These by-laws were adopted at the full FoKL Meeting April 11th, 2023.  
(Amended on July 17th, 2002; Amended on May 13th, 2003; Amended on June 8, 2004; Amended on  
March 10, 2009)