

**FRIENDS OF THE LONG LAKE LIBRARY**  
**BY-LAWS**

**ARTICLE 1 – NAME**

The name of the organization shall be Friends of the Long Lake Library, hereafter referred to as the Friends.

**ARTICLE 2 – PURPOSE**

1. To raise funds for the CVW Long Lake Public Library, 1195 Main Street, Long Lake, NY 12847.
2. To acquaint the community with library resources and services, and to assist the library Board of Trustees in communicating and needs or programs.
3. To promote library interest through scholarship and community service.

**ARTICLE 3 – MEMBERSHIP AND MEETINGS**

1. Membership is based on a yearly basis and is solicited continuously through the library website, mailings, and e-mails.
2. The Friends' Board of Directors will announce its August annual meeting through the library website and the Friends' bulletin board in the library. The meeting is open to all members of the public.
3. All meetings will be conducted in accordance with Roberts's Rules of Order.

**ARTICLE 4 – FRIENDS BOARD OF DIRECTORS AND OFFICERS**

1. The Friends Board of Directors shall be comprised of any volunteers who join the Board. Board officers shall be Chairperson, Treasurer, and Recording Secretary.
2. Terms of officers shall be for three years from the annual meeting at which they were elected, renewable for one additional term of three years.
3. Nominations for the Friends Board of Directors will be reviewed and approved by the current Board.
4. New Board members shall be announced at any time a members joins the Board.
5. Any members of the Friends can nominate from the floor at the annual August meeting.
6. No member may be nominated without that person's express consent.
7. Vacancies in officer positions shall be filled at any time in accordance with **ARTICLE 4, SECTION 2.**
8. A Board member my be removed from office for neglect of duties or excessive absences by a 2/3 vote of the Board.
9. The Board shall meet at least four times each year, as scheduled by the Board. Special meetings may be called by the Chairperson at any time.
10. Meetings are scheduled on the second Tuesday of each month, subject to change by the Board. Board meetings are open to all members of the Friends.
11. A simple majority of the Board shall constitute a quorum.

#### **ARTICLE 5 – COMMITTEES**

1. Membership and Volunteer Recruitment – the Board.
2. Special Events – on going events for fund raising or public communication, chairperson to be announced.
3. Any member of the Friends can serve on a committee.
4. Each member of the Friends’ Board is expected to serve on one or more committees.

#### **ARTICLE 6 – FINANCES**

1. All funds received from the membership, projects, gifts, and memorials shall be used to further the purposes of the Friends.
2. The Treasurer and one other officer approved by the Board at the annual meeting shall be authorized to sign checks and disburse funds upon approval by the Board.
3. The fiscal year shall run from August 1 to July 31 of the following year.

#### **ARTICLE 7 – DISSOLUTION OF THE ORGANIZATION**

1. Upon dissolution of the Friends, all assets of the Friends shall become available to the Board of Trustees of the CVW Long Lake Public Library.

#### **ARTICLE 8 - RATIFICATION AND AMENDMENTS**

1. These by-laws shall be deemed ratified and may be amended by a 2/3 vote of the Board of Directors.
2. These by-laws shall be reviewed and approved at least every five years.

**Revised and approved by the Board of Directors at their meeting on February 10, 2026.**