

Bylaws of the Friends of the Mukwonago Library

As listed in the Articles of Incorporation, Article 3: The exclusive purpose shall be to encourage, perpetuate and promote the Mukwonago Community Library and to enhance its facilities and services.

Article 1 Meetings

Section 1. Regular meetings of the membership and of the Officers shall be held at least quarterly, and open to the full membership. The location will be determined by the leadership and may be held electronically. At least 10 days' notice of each meeting will be given to the membership. That notice will also ask members to voice any concerns or items they would like discussed by the Officers. All Officer meetings shall be open to the membership except when discussing Members or the Officers.

Section 2. The election of officers shall be held in May of each calendar year. Interested members will submit their name and position desired to the Officers thirty days before the election in May. Notice of nominations will be given to members at least 14 days prior to the election. Notice will include brief introductions of candidates, date, time, and place of the meeting. Self-nominations can also be added from the floor on the day of the election.

Section 3. Special membership meetings may be called by the President, Secretary, or by petition of 25% of the membership. Special meetings will be posted at least 10 days prior to the date of the special meeting.

Section 4. Waiver of Notice to change or cancel any meeting of the members or Officers will be emailed to the members or Officers depending on who is affected by the change.

Article 2 Voting

Section 1. Actions on motions and business transactions shall be determined by a vote of a majority of the members present at any meeting.

Section 2. A member who is in good standing and is present at the membership meetings will be able to vote on matters presented at those meetings.

Section 3. A membership vote for non-monetary decisions that fall between membership meetings may be done via a secure electronic voting method approved by the members in advance. Each member who is in good standing will be sent a voting form electronically. Approval will be determined by the majority of all current members who voted during the designated voting window. Note: The President or Secretary must notify the voting results to all current members.

Section 4. When an annual event and its associated costs have been approved by the membership, electronic voting methods may be used for any subsequent actions related to the event. In-person voting is waived in lieu of an approved electronic voting method.

Section 5. Actions on motions and business transactions shall be determined by a vote of a majority of the Officers present at any Officer meeting.

Article 3 Officers

Section 1. Number and Term of Officers. The business, property, and affairs of this corporation shall be managed by the Officers. There shall be five (5) members, which will include the President, Vice President, Secretary, Treasurer, and Membership. All Officers shall be at least 18 years of age and members in good standing.

At the annual Election meeting of members, the members shall elect five (5) Officers for one-year terms of office. The term of Officers so elected shall begin at the start of the next month following their election and shall continue until the end of the month in which their successors are elected. There shall be no limitation on the number of consecutive terms any officer may be elected to serve.

Section 2. Vacancies. In the event of an office vacancy, remaining officers shall seek and appoint a member to fill that position for the remainder of the term. Each person appointed as an Officer shall remain an officer for the remaining term of the officer that was replaced.

Section 3. Officers have the Power to Research and Recommend services/vendors to the membership as deemed necessary for the transaction of the business of the corporation.

Section 4. Audit. Officers will make sure there is an audit every three years or when there is a new Treasurer elected.

Section 5. Removal of Officers and Members. After two written warnings, any officer or member may be removed by a majority vote of the Officers.

Section 6. Delegation of Powers. For any reason deemed necessary by the Officers, due to absence or otherwise, the Officers may delegate any or all the power and duties of any officer to any other officer or members. No Officer or member shall hold more than one appointed role at a time.

Section 7. Other Committees. The President may appoint members or Officers to serve on any other regular or special purpose committee.

Section 8. Authority to pay. Officers shall have the authority to pay all expenses and obligations incurred in accordance with the annually approved budget. Such payments may be made without further association approval, provided they fall within the scope and limits of the budget adopted by the membership.

Article 4 Duties of Officers

Section 1. President shall:

- Preside at all meetings of the officers and membership.
- Serve as the primary spokesperson for the organization.
- Meet with the library director on a regular basis.

- Manage all resolutions of the officers and business of the organization.
- Set a calendar and secure venues for activities.
- Serve as ex officio member of all committees to ensure the adherence for the Bylaws, Policies, and Procedures.
- Support and participate in activities and events with Friends of the Mukwonago Library whenever able.

Section 2. Vice President shall:

- Attend all Officer and Membership meetings.
- Assume all duties of the President in their absence.
- Act as Parliamentarian for meeting(s) in which minutes are taken, following *Robert's Rules of Order*.
- Serve as a member of the Bylaws Committee at any time the committee is called into service.
- Represent or designate a representative, approved by the Officers of the Friends of the Mukwonago Library, at the Mukwonago Community Library Board Meetings and provide a written report to the officers.
- Support and participate in activities and events with Friends of the Mukwonago Library whenever able.

Section 3. Secretary shall:

- Attend all Officer and membership meetings.
- Solicit, collect, and house minutes from committee chairs.
- Be the liaison between the event chairpersons and Officers.
- Record and maintain minutes of all Officer and membership meetings.
- Ensure that all members are kept informed on a routine basis.
- Maintain historical records including committee minutes.
- Support and participate in activities and events with Friends of the Mukwonago Library whenever able.

Section 4. Treasurer shall:

- Attend all Officer and Membership meetings.
- Keep an accurate account of all monies received and disbursed.
- Develop/maintain bank relations and transactions.
- Oversee investments and other fiscal projects.
- Record and report on all fundraising expenses and income.
- Present the annual budget that the officers have prepared.
- Ensure that the required tax forms are prepared and filed on time.
- Support and participate in activities and events with Friends of the Mukwonago Library whenever able.

Section 5. Membership Chair shall:

- Attend all Officer and Membership meetings.
- Present membership report at membership meetings if deemed necessary by the officers.
- Serve as the liaison between Friends of the Mukwonago Community Library officers and members for individual concerns.
- Recruit individual(s) for membership, committee appointments and leadership roles in Friends of the Mukwonago Library and Friends of the Mukwonago Library individual events.
- Support and engage members to be actively involved in Friends of the Mukwonago Library events.
- Maintain all membership records.
- Support and participate in activities and events with Friends of the Mukwonago Library whenever able.

Article 5 Committees to be appointed by Officers

Section 1. Potential Committees: committees to be established, formed, or closed as deemed necessary by the Officers.

Section 2. Possible Committees such as but not limited to:

- Fundraising
- Bylaws
- Public Relations
- Social Media
- Membership
- Finance
- Policies and Procedures

Article 6 Membership and Dues

Section 1. Eligibility

Membership shall be open to all individuals who support the purpose of the Friends of the Mukwonago Library.

Section 2. Dues

Annual Membership dues shall be recommended by the Officers and voted on and approved by the membership. Membership categories are: Individual and Individual Lifetime.

The membership year shall run from January 1 through December 31. There will be no pro-rating dues. For new members, dues paid during the last quarter of the year will cover both the current year and the following year.

The failure of a member to pay dues at the first membership meeting of the year, shall result in their membership expiring.

Section 3. Voting Rights

Each member who has paid dues shall have one (1) vote in affairs of the Friends of the Mukwonago Library. They shall also be entitled to membership privileges including participation in various activities and programs. Some activities may or may not be limited to members as determined by the membership.

Section 4. Membership Data

The membership data will not be shared. It will only be used for the Friends of the Mukwonago Library events and activities.

Article 7 Amendment of Bylaws

These Bylaws are subject to review, amendment, revision, alteration, or repeal by a majority vote of the members present at a membership or special meetings of the members.

A Bylaws Review Committee will be formed every two years after the date of the last approved review.

An affirmative majority vote of members at the associated meeting will approve revisions to these Bylaws.

Article 8 Conduct of Meetings

All meetings of the members and Officers shall follow the latest version of Robert's Rules of Order.

Article 9 Benefit of Assets

Section 1. Assets

The Friends of the Library is a nonprofit corporation under Chapter 181 of the laws of Wisconsin. As defined in Article 11 of the Friends of Mukwonago Library, Inc. Articles of Incorporation, no part of the corporation's net earnings shall inure to the benefit of its members, officers, or other private persons.

Section 2. Dissolution

In the event of dissolution of the corporation, after all debts are paid, all remaining assets will be given to the Mukwonago Community Library.

Approved on: November 17, 2025