**Friends of the Edgewood Public Library**

Policy and Procedure

Article I—Name and Address

Section 1

 The name of the organization shall be

“Friends of the Edgewood Public Library”

Section 2

 The post office address of the Friends of the Edgewood Public Library will be:

 Friends of the Edgewood Public Library, P.O. Box 339, Edgewood, Iowa 52042.

Or such other places as the officers may from time to time designate.

Article II—Purpose

The Purpose of the organization shall be to:

* Promote the Edgewood Public Library.
* Assist the Library with programming.
* Generate interest and stimulate public support and encourage gifts, endowments and memorials for the library.
* Provide direct financial assistance to purchase items not covered in the regular budget.
* Provide opportunities for individuals and organizations to express ideas and make suggestions for the good of the library.
* Help keep the community aware of happenings and activities at the library.

Article III—Membership

* All persons or organizations interested in being Friends of the Edgewood Public Library are welcome as members.
* Types of Membership will be as follows: Individual, $5.00; Family, $10.00; and Supporting, $100.00. Memberships are renewable by the patron every twelve months.
* The Friends group will meet monthly at a date to be determined by the membership. The President may call a special meeting when necessary.
* All dues and monetary donations shall be made payable and dedicated to Friends of the Edgewood Friends bank account.

Article IV—Tax Free Status

Friends of the Edgewood Public Library is a non-profit organization. Our tax-free number is on file at the Edgewood Public Library.

Article V—Gifts and Memorials

* Gifts of materials or money which are subject to any conditions not specifically sanctioned by existing Library policy, must be approved by the Board of Trustees. The Friends assume responsibility for administering expenditure of funds in accordance with the wishes expressed by the donor.
* Materials purchased or given as memorials may be identified and approved by the Board of Trustees. All gifts should be acknowledged.

Article VI—Purchasing for the Library

Selection of any purchases for the Library will be made by the library director or designee.

Article VII—Officers

* The officers of the Friends of the Edgewood Public Library will be President/Treasurer and Vice President/Secretary. The annual elections shall be held in June and officers will take office at the July meeting.
* Officers shall be elected by a majority of those members present.
* Officers shall serve one year, unless the majority votes to reinstate them.
* In the event a vacancy in any office occurs because of death, resignation, or removal, members will vote on a replacement at the next regular meeting of the Friends of the Edgewood Public Library.
* The library director will serve as a liaison between the Board of Trustees and the Friends of the Library.
* The President shall appoint a membership chairman and a publicity chairman, when needed, who will serve for a period of one year.
* The officers will have authority to pay all bills having had prior approval by the Friends. The Friends of the Edgewood Public Library will keep the Board of Trustees informed of Friends projects.

Article VIII—Amendments

This constitution may be amended by a simple majority of the members present at a regular meeting of the Friends of the Edgewood Public Library after being presented at two previous consecutive meetings.

Article IX—Termination of the

Friends of the Edgewood Public Library and its Board

In the event of termination of the Friends of the Edgewood Public Library for any reason, and after payment of or provision for all liabilities, any remaining funds shall revert to the Edgewood Public Library Board of Trustees.

 First Draft: October 20, 2024

 Approved: 12/4/2024

 Latest Revision: