

By-Laws

Friends of Cullom-Davis Library of Bradley University

Article I – Name

This organization is known as the Friends of Cullom-Davis Library of Bradley University, hereinafter referred to as “Friends” or “Organization.”

Article II – Purpose

The purpose of Friends is to raise additional funds for and promote community interest in Bradley University’s Cullom-Davis Library. Funds raised to meet the needs of the library are determined, approved and distributed by the Board of Directors.

Article III – Relationship to Bradley University

The Organization is and will remain a function of Bradley University and is subject to the jurisdiction of the University as part of its general development effort. The fiscal year of this Organization is the fiscal year of Bradley University.

Article IV – Members and Contributions

Section 1 – Membership

Membership in the Organization is open to any individual that shares in the purpose.

Section 2 – Membership Types

The various types of membership are as follows:

Wyckoff Society

Members consist of those individuals or organizations that have made a minimum annual contribution of fifty dollars (\$50.00). They have all rights and privileges of membership, including newsletters and invitations to Friends’ events, and may hold office, serve on committees, and may cast one (1) vote each on any matter requiring a vote by the membership.

Laura Bradley Society

Members consist of those individuals or organizations that have made a minimum annual contribution of one hundred dollars (\$100.00). They have all rights and privileges of membership, including newsletters, invitations to Friends’ events, preferred admissions, and may hold office, serve on committees, and may cast one (1) vote each on any matter requiring a vote by the membership.

Cullom-Davis Society

Members consist of those individuals or organizations that have made a minimum annual contribution of one hundred fifty dollars (\$150.00). They have all rights and privileges of membership, including newsletters, invitations to Friends’ events, preferred admissions, preferred seating, and may hold office, serve on

committees, and may cast one (1) vote each on any matter requiring a vote by the membership.

Student Society

Members consist of those individuals who are registered students at Bradley University and have made a minimum annual contribution of five dollars (\$5.00). They have all rights and privileges of membership, including newsletters and invitations to Friends' events, and may hold office, serve on committees, and may cast one (1) vote each on any matter requiring a vote by the membership.

Honorary Life Membership Society

Membership is conferred by 3 / 4 majority vote of the Board of Directors. Such members are individuals who perform significant or extraordinary service to the organization.

Section 3 – Privileges

Privileges are to be those approved by the Board of Directors.

Section 4 – Due Notice

Members will be given thirty (30) days notice if membership is to be dropped. Any member may be dropped from membership by 3 / 4 majority vote of the Board of Directors, provided, however, due notice has been given to the member prior to such action.

Article V – General Membership Meetings

Periodic meetings of the General Membership are held at the discretion of the Board of Directors. An Annual Meeting must be held within thirty (30) days prior to the end of each fiscal year, partly for the purpose of electing the Board of Directors.

Article VI– Executive Committee and Board of Directors

Section 1 – The Executive Committee

The Executive Committee consists of the following persons who are on the committee by reason of their offices: The President, Vice-President, Past President, Secretary, Treasurer, and Library Executive Director or representative (ex-officio).

Section 2 – Board Size

The maximum size of the Board is twenty (20) members as well as two (2) ex-officio members.

Section 3 – Term of Office

Each Officer will serve for one year and may succeed her/himself for one additional year. Each elected Director will serve for two (2) years and may succeed her/himself for two (2) additional terms. A Director who serves as president will serve an additional term as past president. Former directors may be re-elected after a one (1) year absence.

Section 4 – Nominating Committee

The President will appoint a nominating committee to nominate members of the Board.

Section 5 – Board of Directors Meetings

Board meetings will be held at such times and places as the Board may determine, the minimum being once per month, unless waived by approval of the Board. An Annual Meeting with the General Membership must be held within thirty (30) days prior to the end of each fiscal year, partly for the purpose of electing the Board of Directors. Special meetings are called by the President or upon the request of three (3) Board members. All meetings will be held on such notice, if any, as the Board may prescribe. Any business may be conducted at any meeting without mention of such business in any notice, if any, of the meeting.

Article VII– Committees

Section 1 – Requirements

Each committee will consist of not less than three members, one of whom acts as the Chairperson of the committee.

Section 2 – The Membership Committee

The Membership Committee, working with the Vice President, is responsible for membership recruitment and retention. Bradley University will maintain membership records.

Section 3 – The Nominating Committee

The Nominating Committee reviews Board Membership and makes recommendations to the General Membership as described in Article VIII of the Constitution.

Section 4 – Event Committees

An Event Committee is formed for each program or activity whose purpose is to raise additional funds for the library. Each event committee will include the Development Director as an ex-officio member.

Article VIII – Authority

These By-Laws are authorized by the Friends of Cullom-Davis Library of Bradley University and may not be in conflict with the Constitution.

Article IX – Amendments

Section 1 – Changes

These By-Laws may be amended at any regular meeting of the membership by a simple majority vote of those members present and voting. Proxy voting will not be allowed. Changes in the By-Laws must be coordinated with the ex-officio members of the Board of Directors.

Section 2 – Overrides

The Board of Directors may override any amendment of these By-Laws by a 3 / 4 majority vote of the Board.

(Revised March 17, 2004)