



GARDEN CITY LIBRARY BUILDING FUND, INC.

BYLAWS

ARTICLE I

NAME

The name of this domestic nonprofit corporation shall be the **Garden City Library Building Fund** (hereafter called the Building Fund).

ARTICLE II

ESTABLISHMENT AND PURPOSE

Section 1. The Building Fund is established by Articles of Incorporation which were filed and accepted by the State of Michigan, Corporation Division, on August 14, 2013.

Section 2. This Corporation is organized on a calendar year basis. Therefore, the annual report prepared for the state of Michigan, and any tax return prepared for IRS will have an ending date of December 31.

Section 3. The purpose of the Building Fund is to raise funds from the general public, businesses, and established organizations to construct a new building or renovate an existing building to house the Garden City Public Library, including necessary furniture and equipment such as (but not limited to) shelving, desks, and tables necessary for a fully furnished public library.

The Garden City Library Board, and not this corporation, shall be responsible for hiring architects and other professionals, and for approving any and all plans, necessary for a new or renovated library building.

ARTICLE III

OFFICERS

Section 1. The officers of the Building Fund shall be a President, Vice President, Treasurer, and Secretary.

Section 2. The officers shall be elected at the initial meeting and each annual meeting thereafter by a simple majority vote of the officers.

Section 3. Any vacancy occurring in an office shall be filled by appointment and ratified by a vote of the remaining officers at the next official meeting.

Adopted on September 20, 2013

ARTICLE IV

DUTIES OF OFFICERS

Section 1. The President's duties

- a. The President will preside at all meetings, call any special meetings, and generally perform the duties of a presiding officer.
- b. In addition, the President will publicize, or cause to be publicized, the Building Fund in local media outlets, public forums, internet sites, social media sites, and other such venues as are deemed appropriate.
- c. The President will be one of two signers on the business checking account of this corporation.

Section 2. The Vice President's duties

- a. In the absence of the President, the Vice President shall perform the duties of the President, except the signing of checks.
- b. The Vice President shall also research potential donors such as foundations, businesses, and interested persons, and perform such other duties as may be assigned by the officers of the Building Fund.

Section 3. The Treasurer's duties

- a. The Treasurer will be responsible for accurately recording the details of every donation received by the Building Fund: date, amount, type (cash, check, money order, etc.), donor name, and donor address.
- b. The Treasurer will also be responsible for accurately recording the details of each expense of the Building Fund: date, amount, purpose, vendor name, and vendor address.
- c. The Treasurer will prepare quarterly reports (March 31, June 30, September 30, and December 31) indicating: the amount of donations for the quarter, the total year- to -date donations, the quarterly expenses, the total year- to- date expenses, and the balance of the Building Fund. The reports will be mailed or emailed to each officer within seven (7) business days of the end of the quarter.
- d. The Treasurer will prepare all required tax forms.
- e. The financial records of the corporation (including bookkeeping records, checkbooks, bank statements, etc.) shall be produced by the Treasurer for inspection by any officer requesting them.

Section 4. The Secretary's duties

- a. The Secretary shall prepare agendas for all meeting of the Building Fund and maintain true and accurate records of the proceedings of the Building Fund, sign documents and correspondence

as authorized by the officers of the Building Fund, and preserve any other records which may be entrusted to the care of the Secretary.

- b. In addition, the Secretary shall compose and mail fund raising letters, keeping accurate records of the correspondence (date, addressee, and response if any).
- c. The Secretary shall keep a scrapbook of all newspaper articles, posters, and publicity.
- d. The Secretary will assist the Treasurer with the annual corporation report due to the state of Michigan and the tax return required by the IRS.

ARTICLE V

MEETINGS

Section 1. There will be a minimum of one (1) corporation meeting per year.

Section 2. The annual meeting of the Building Fund corporation will be held in September at a time and place convenient to the officers.

Section 3. Any officer may ask for a special meeting during the calendar year.

ARTICLE VI

AMENDMENTS

These bylaws may be amended at any meeting of the Building Fund by a majority vote of the officers present provided that the proposed amendment has been stated in the call for the meeting. Unless otherwise stated in the amendment language, amendments shall become effective upon passage.