

Interested in starting a Friends of the Library group?

Follow these key steps to get started!

Recruit

Recruit a group of folks who are passionate about the library and dedicated to its success. Friends members should come from all parts of the community and may include families, professionals, retired people, children, and more!

Draft Bylaws

Bylaws should include:

- Name of the Friends group and main meeting location.
- Broad purpose of the group including who will be served by the group.
- Governing body: Titles of Officers; Terms of office; How officers are selected; Appointment and duties of standing committees; and Provisions for special or ad hoc committees.
- Meetings: Time, place, and frequency of meetings; Method for calling regular and special meetings; Attendance requirements; Quorum requirements; and Order of business.
- Procedures for amending bylaws.
- Reference to Roberts Rules of Order as a guideline for parliamentary authority.
- Dissolution clause (detailing what will happen to the group's assets if it should dissolve.
- Date of adoption.

As a part of this initial organizing process, consider a Memorandum of Understanding between the FOL, the library, and any governing authorities such as the City or County. This is not required, but may save some heartache in the future. Information about MOUs is available under the Helpful Tools section of this page: <http://www.ala.org/united/friends/orgtools>

Get Legal

File for an EIN

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Apply for 501c3 status

<https://www.irs.gov/pub/irs-pdf/p4220.pdf>

Register with the Secretary of State's office

https://www.sos.arkansas.gov/uploads/SoS_-_CharitableRegistrationInArkansas.pdf

§ 4-28-401 through 416 of the Arkansas Code describes the registration and reporting requirements for charitable organizations in Arkansas.

Get Busy

Open a bank account and start raising funds!