

# **Bylaws of The Friends of the Milford Public Library, Inc.**

## **Article 1 Name**

The name of this organization shall be The Friends of the Milford Public Library, Inc.

## **Article II Purpose**

The purpose of this organization shall be to maintain an association of persons interested in quality library services which thereby enhance the reading, educational and cultural opportunities available to the citizens of Milford.

The activities of the organization shall include sponsoring special projects, informing the public regarding the resources and services of the library, helping to secure materials that are beyond the scope of the ordinary library budget, and performing other services deemed helpful to the library.

The Friends shall operate in accordance with Section 501(c) (3) of the Internal Revenue Service (IRS) Code and maintain a working relationship with the Library Board of Directors and staff.

It is recognized that the administration of the Milford Public Library is vested in the City of Milford government and the Milford Public Library Board.

## **Article III Membership**

Section 1. Membership in this organization shall be open to all individuals in agreement with the purpose of the organization who pay its established dues. Each member in good standing shall be entitled to one vote at any meeting of the general membership.

Section 2. Membership dues for the various categories of membership shall be set annually by the Board of Directors and shall be subject to the approval of the membership by a simple majority vote. The Board of Directors may establish various categories of membership. Examples of such categories may include, but not be limited to, Individual, Senior, Household, Sponsor, and Patron. Membership shall be for a period of one year based on the point in time when membership dues are paid.

Section 3. Meetings of the general membership shall be held at least once a year. The Board of Directors shall meet a minimum of four (4) times a year, or as called by the President.

## **Article IV Officers and Duties**

Section 1. The officers shall be a President, a Vice President Public Relations, a Vice President Membership, a Vice President Special Events, a Secretary, a Treasurer, and an Assistant Treasurer. These officers shall constitute the Board of Directors and shall serve as

the governing body of this organization. Chairpersons of the standing and ad hoc committees shall be ex-officio members of the Board of Directors.

Section 2. The term of office shall be two consecutive years, with elections held biannually at the annual membership meeting. Vacancies arising on the Board of Directors shall be filled by appointment made by a majority vote of the remaining Board members.

Initially, terms of office shall be staggered with one-half of the Board of Directors serving a one year term and an equal or greater portion serving a two year term. Thereafter, officers shall serve a term of two years. Officers shall serve until a successor is duly qualified and chosen. Officers shall have term limits of two consecutive terms but may return after being off the Board of Directors for one term.

Section 3. A nominating committee, chaired by the Vice President Public Relations and two other members appointed by the Board of Directors, shall present a slate of officers. Nominations may also be made from the floor. Each officer shall be voted on separately and in order. A plurality of members present shall be necessary to elect each officer. No one may be nominated without his/her consent.

Section 4. The duties of the officers shall be as follows:

**President** - The President shall preside at all meetings of the organization, appoint committee chairpersons, represent the organization, and call meetings of the Board of Directors as required. The President shall perform the duties of the Vice President Public Relations in the absence of the Vice President Public Relations.

**Vice President Public Relations** - The Vice President shall handle all aspects of planned publicity campaigns and public relations activities. The Vice President shall perform the duties of the President in the absence of the President, and serve as chairperson of the Nominating Committee.

**Vice President Membership** - The Vice President shall act as the Membership Chairperson by maintaining the records of the membership roster and dues paid. The Vice President shall manage the membership and renewal campaigns. The Vice President Membership shall perform the duties of the Secretary in the absence of the Secretary.

**Vice President Special Events** - The Vice President shall act as the Special Event Chairperson with responsibility for planning, organizing, and overseeing all aspects of the major fundraising events for the organization. These events include, but are not limited to, the annual Party in the Stacks and other fundraisers conducted in partnership with local businesses and/or community organizations.

**Secretary** - The Secretary shall record the minutes of all meetings of the organization, including a record of attendance. The Secretary shall also conduct the correspondence of the organization. The Secretary shall perform the duties of the Vice President Membership in the absence of the Vice President Membership.

**Treasurer** - The Treasurer shall keep and maintain the financial records of the organization, collect dues and disburse funds when appropriate. A financial report prepared by the Treasurer shall be submitted at each meeting. The Treasurer shall issue a summary Financial Report at the annual meeting based on the fiscal year's activities.

**Assistant Treasurer** - The Assistant Treasurer shall assist the Treasurer and shall act on that behalf in the absence of the Treasurer. The Assistant Treasurer shall reconcile the financial reports prepared by the Treasurer to the organization's bank statements on a quarterly basis and shall share the responsibility for counting funds.

Section 5. The Library Director and one member of the Milford Public Library Board shall be ex-officio members of this organization's Board of Directors.

### **Removal and Vacancies**

Section 1. An officer may resign at any time by filing a written resignation with the President or Secretary.

Section 2. Any director or officer may be removed with or without cause by a simple majority vote of the board. Three (3) unexcused meeting absences within a twelve (12) month period may be grounds for removal.

Section 3. Vacancies shall be filled by a majority vote of the Board of Directors for the remainder of the unexpired term.

### **Committees**

Section 1. The standing committees shall be as follows: Book Sales, Friends Table, High School Book Awards, Little Libraries, Oral History, and Welcome to Milford. The President shall have the authority to appoint and remove chairpersons of the standing and ad hoc committees.

Section 2. The President is an ex-officio member of all committees with the exception of the Nominating Committee.

Section 3. Other standing or ad hoc committees may be formed at the President's discretion.

### **Article V Funds**

Section 1. The fiscal year of this organization shall begin on January 1 and end on December 31.

Section 2. All funds shall be deposited to the credit of the organization in such banks or other depositories as designated by the Board of Directors. All funds shall be deposited to the account of The Friends of the Milford Public Library, Inc. at a selected bank and shall be disbursed by the Treasurer of this organization as authorized by the Board of Directors.

Section 3. The Treasurer shall be responsible for the administration of the finances of this organization and shall report monthly to the Board of Directors. All checks, drafts or orders for payment of funds shall be signed by the Treasurer or the Secretary of this organization.

#### **Article VI Amendments**

The bylaws may be amended at any general meeting of this organization by two-thirds majority vote of the members present. Notice of the proposed amendment shall be given to all members at least two (2) weeks prior to the membership meeting.

#### **Article VII Dissolution**

In the event that this organization is dissolved, the assets remaining shall, by two-thirds majority vote of the existing Board of Directors, be disbursed to the Non-Revenue Funds Accounts of the Milford Public Library Board.

#### **Article VIII Parliamentary Authority**

All meetings shall be conducted according to *Robert's Rules of Order Newly Revised* except when in conflict with these bylaws or with the laws of the State of Connecticut.

Bylaws May 2009

Bylaws revised April 2015

Bylaws revised January 2018