

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.

Section 2. Elections and Vacancies

- a. Elections shall be held annually at the annual membership meeting held during the first quarter of the fiscal year. Officers shall serve until their successor is chosen.
- b. Vacancies arising on the Board of Directors shall be filled by appointment made by a majority vote of the remaining Board members. Appointed board members shall be formally nominated and voted on at the next election held during the annual meeting and shall be eligible to serve a full two-year term effective with their election.

Section 3. A nominating committee, chaired by a board member whose position is not subject to a vote at the next annual meeting 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

- a. Shall be a member of the Friends;
- b. Shall be elected at the annual meeting to a two-year term;
- c. Shall not be eligible for re-election to this position after serving two consecutive two-year terms until the lapse of one year;
- d. Shall preside at all meetings of the organization, appoint committee chairpersons, represent the organization, and call meetings of the Board of Directors as required; and
- e. Shall perform the duties of the Vice President Public Relations in the absence of the Vice President Public Relations.

Vice President Public Relations

- a. Shall be a member of the Friends;
- b. Shall be elected at the annual meeting to a two-year term;
- c. Shall not be eligible for re-election to this position after serving two consecutive two-year terms until the lapse of one year;
- d. Shall handle all aspects of planned publicity campaigns and public relations activities; and
- e. Shall perform the duties of the President in the absence of the President.

Vice President Membership

- a. Shall be a member of the Friends;
- b. Shall be elected at the annual meeting to a two-year term;
- c. Shall not be eligible for re-election to this position after serving two consecutive two-year terms until the lapse of one year;
- d. Shall act as the Membership Chairperson by maintaining the records of the membership roster and dues paid;

- e. Shall manage the membership and renewal campaigns; and
- f. Shall perform the duties of the Secretary in the absence of the Secretary.

Vice President Special Events

- a. Shall be a member of the Friends;
- b. Shall be elected at the annual meeting to a two-year term;
- c. Shall not be eligible for re-election to his position after serving two consecutive two-year terms until the lapse of one year; and
- d. Shall act as the Special Event Chairperson with responsibility for planning, organizing, and overseeing all aspects of the major fundraising events for the organization.

Secretary

- a. Shall be a member of the Friends;
- b. Shall be elected at the annual meeting to a two-year term;
- c. Shall not be eligible for re-election to this position after serving two consecutive two-year terms until the lapse of one year;
- d. Shall record the minutes of all meetings of the organization, including a record of attendance;
- e. Shall conduct the correspondence of the organization; and
- f. Shall perform the duties of the Vice President Membership in the absence of the Vice President Membership.

Treasurer

- a. Shall be a member of the Friends;
- b. Shall be elected at the annual meeting to a two-year term without term limits;
- c. Shall keep and maintain the financial records of the organization and collect dues;
- d. Shall disburse funds and make prompt payment of approved expenses when appropriate;
- e. Shall prepare a financial report detailing activity during the month and submit it to this organization's board members on a monthly basis;
- f. Shall separately track monies and donations received for specific projects

Assistant Treasurer

- a. Shall be a member of the Friends;
- b. Shall be elected at the annual meeting to a two-year term;
- c. Shall not be eligible for re-election to this position after serving two consecutive two-year terms until the lapse of one year;
- d. Shall assist the Treasurer and shall act on that behalf in the absence of the Treasurer;
- e. Shall reconcile the financial reports prepared by the Treasurer to the organization's bank statements on a quarterly basis; and
- f. Shall share the responsibility for counting funds with the Treasurer.

Section 5. The Library Director shall be an ex-officio member of this organization's Board of Directors. The Library Director shall have the same voting rights as other board members of this organization.

Section 6. One member of the Milford Public Library Board shall be invited to attend the Board of Director meetings as a liaison.

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. The interim officer shall serve in the position until the next annual meeting. The interim officer shall be eligible for a full term if included in the slate of officers to be presented for a vote at the next annual meeting.

Committees

Section 1. The standing committees shall be as follows: Book Sales, Friends Welcome Table, High School Book Awards, Little Libraries, Welcome to Milford, and Friday with Friends. 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.

Section 4. The duties of the chairpersons of standing and ad hoc committees shall be as follows:

- a. Shall participate in this organization's Board of Director meetings and report on the committee's work;
- b. Shall plan and coordinate the committee's work, and maintain a list of committee members;
- c. Shall provide input to Vice President Public Relations for press releases, newsletters, etc. Input may include written articles and/or photographs of a past or future committee event.

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 Assistant Treasurer of this organization.

Article VI Amendments

Section 1. 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.

Section 2. The bylaws shall be reviewed for any applicable amendments by the Board of Directors no less than every three years. If amendments are recommended, the Board shall follow the amendment procedures outlined in Article VI, Section 1.

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.

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

Bylaws revised January 2020