

FRIENDS OF THE FALMOUTH PUBLIC LIBRARY - BYLAWS

Revised April 4, 2016

ARTICLE I. Name

The name of this organization shall be Friends of the Falmouth Public Library (the Friends).

ARTICLE II. Objective

The objective of the Friends shall be to support, enhance, and augment the Falmouth Public Library system. In cooperation with the Library staff and the Board of Trustees, the Friends shall be a non-profit, tax-exempt, charitable, and educational organization as defined under IRS Code 501(c)(3). It shall not engage in legislative or political activity.

ARTICLE III. Members

Section 1. Membership in the Friends is non-discriminatory as to race, color, sex, or national origin.

Section 2. Any person interested in the purposes of the organization shall be eligible for membership upon payment of dues.

Section 3. The categories of membership shall be Individual, Family, Individual Life and Family Life.

An individual member shall be any one person.

A family membership shall be any two adults and minor children.

An individual life member shall be any one person applying for life membership.

A family life membership shall be any two adults and minor children applying for life membership.

ARTICLE IV. Finances

Section 1. The fiscal year shall be April 1 to March 31.

Section 2. Dues shall be payable by March 31.

Section 3. Dues shall be established by the Officers and Board of Directors (the Board) and ratified by the general membership.

ARTICLE V. Officers

Section 1. The officers of the organization shall be president, vice president, recording secretary, treasurer, and two members at large who shall be elected.

Section 2. Eligibility

To qualify as President, one must be a member who has served one year on the Board.

To qualify as any other officer, one must be a member.

No person shall be qualified to serve as President for more than three terms, successively. All other officers shall be allowed to continue in office with the approval of the Board.

ARTICLE VIII. Board of Directors

Section 1. Composition

The elected officers, immediate past president, and the chairmen of standing, special, and subcommittees shall be voting members.

One or more library trustees and staff are encouraged to attend regular meetings of the Board. They may not vote but may take part in debate.

Other members of the public may attend regular meetings and take part in debate if called upon but may not vote.

Section 2. Duties

The Board shall:

- Have full authority to conduct the business of the Friends.
- Fix the hour and place of meetings.
- Make recommendations to the organization.
- Perform such other duties as are specified in these bylaws.
- Be subject to the bylaws of the organization and none of its acts shall conflict with action taken by the Library or the Board of Trustees.

Section 3. Meetings

The Board shall meet at the Falmouth Public Library on the third Tuesday of January, February, March, May, June, August, September, and October unless otherwise ordered by the Board. There may be a November/December meeting as determined by the Board.

Special meetings of the Board may be called by the President and shall be called upon the written request of six members, and the call to such a meeting shall specify the place, date, time, and purpose of the meeting and shall be called at least 48 hours prior to such a meeting.

Six voting members of the Board shall constitute a quorum.

ARTICLE IX. Executive Committee

Section 1. The elected officers shall constitute the Executive Committee.

Section 2. The Executive Committee shall meet upon the call of the President or at the request of three members of said Committee.

Section 3. The Executive Committee shall transact necessary and emergency business between meetings of the Board. Such business may be conducted by phone or other electronic means and any actions taken in such manner shall be ratified and recorded in the minutes of the next meeting of the Board.

Section 4. Four members of the Executive Committee shall constitute a quorum.

ARTICLE X. Committees and Directorships

Section 1. The Standing Committees of the Friends shall be: Amazon Sales, Book Nook, Book Sales, Historian, Finance, Hospitality, Joy of Learning, Newsletter, Membership, Programs, Publicity, and any other committees as the Board sees fit to create. At the discretion of the Board, any committee except Finance may be replaced by a single member, who shall be known as the Director of that activity.

Section 3. Term of Office

Officers shall serve for a term of one year or until their respective successors are elected. No member shall hold more than one office at a time.

Section 4. Officers shall perform the duties prescribed by these bylaws, any other rules adopted by the Friends, and those that generally pertain to their office by parliamentary authority adopted by the Friends.

The President shall appoint Standing Committees and Special Committees with the approval of the Executive Committee.

The Vice President shall serve as President in the absence or inability of the President and shall serve as a member of a committee as assigned by the President.

The Treasurer shall be bonded.

Section 5. If vacancies in office occur, the Board is authorized to select replacements to serve the unexpired term.

Section 6. The Board is authorized to create non-executive voting positions such as corresponding secretary, archivist/historian, assistant treasurer, and liaison to the Board of Trustees.

ARTICLE VI. Nominations and Elections

Section 1. Nominating Committee

The Nominating Committee shall consist of three members selected by the Board.

The Nominating Committee shall:

1. Elect its own Chairman.
2. Secure the consent of any individual to serve if elected, prior to being named to the ticket.
3. Select one candidate for each office to be filled at the annual meeting.
4. Submit a report of the ticket to the Board in the month in advance of the Annual Meeting.

Section 2. Elections

The election of officers shall take place at the Annual Meeting by ballot and a majority vote shall elect unless there is only one candidate for each office in which case the election may be by voice vote. Nominations from the floor shall be in order prior to the election with written permission of the nominee.

ARTICLE VII. Meetings

Section 1. The Annual Meeting shall be held in April on a date and at a place set by the Board. This Annual Meeting shall be for the purpose of electing officers and other business as may arise.

Section 2. Special meetings may be called by the President or by the Board and shall be called upon the written request of thirty members of the Friends. The purpose, place, date, and time of the meeting shall be stated in the call which shall be made at least 48 hours prior to the meeting.

Section 3. Thirty members of the Friends shall constitute a quorum.

Section 2. The purview of the Finance Committee shall be to advise the Board as to:

- A. The appropriateness of the investment of the funds of the Friends.
- B. The appropriateness of expenditures when requested.

ARTICLE XI. Indemnification

Section 1. The Board and Friends volunteers shall be indemnified for any costs, expenses, or liabilities incurred as a result of the performance of their duties as provided by the Town of Falmouth.

Section 2. No officer or member of the Friends shall benefit financially from the activities of the organization.

ARTICLE XII. Dissolution

In the event of the dissolution of the Friends, the books of the Treasurer shall be audited and the final balance shall be presented to the Falmouth Public Library Support Fund, Inc. EIN 46-4475142 as a contribution to its continuing activities. Any books, equipment, or other physical assets of the Friends shall be donated to the Library. None of the funds shall inure to any individual member.

ARTICLE XIII Parliamentary Authority

The rules of parliamentary practice in the 1981 edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Friends, subject to any special rules which have been or may be adopted.

ARTICLE XIV. Amendments

These bylaws may be amended at any regular or special meeting of the Friends by a two-thirds vote of those present and voting, a quorum being present, provided notice of proposed changes was made available in writing to the full membership at least two weeks prior to the meeting.

Revision adopted April 12, 2003
Amendment adopted, April, 2009
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