

# **The Friends of the Gilford Public Library**

**31 Potter Hill Road Gilford, NH 03249**

(By-Laws Established in 1972 & Revised February 2024)

## **Mission Statement**

The Friends of the Gilford Public Library, a 501 (c) (3) nonprofit organization, is dedicated to serving as an advocate and financial supporter of the Library.

### **Article I - Purpose**

The purpose of the Friends organization is to work cooperatively and in collaboration with the Library Director and Board of Trustees to sponsor events to meet the special needs of the Library, to assist in the development, promotion, and completion of library services, facilities and programs. Additionally, the Friends shall identify opportunities for sponsorships to fund these special events and expand community support for the Library.

### **Article II – Fiscal Year**

**Section 1.** The fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Article III - Membership**

**Section 1.** Membership is open to all persons who demonstrate an interest in the purpose of the Friends and submit membership dues.

**Section 2.** Each paid membership shall be entitled to one vote.

### **Article IV - Officers**

**Section 1.** The officers of this organization shall be:

President

Vice-President (and/or President Elect)

Secretary

Treasurer

**Section 2.** Officers shall be elected by a majority vote of the membership present at the annual meeting for a two-year term.

**Section 3.** The term of the officers so elected shall begin with the next meeting following the annual meeting and shall continue until their successors are elected.

**Section 4.** A vacancy in any office shall be filled for the remainder of the term through appointment by the remaining officers, pending ratification by the membership at the next meeting.

#### **Article V – Duties of Officers**

**Section 1.** The Board of Directors shall consist of the Executive Officers and the Committee Chairs. The Board of Directors shall follow all rules and regulations included in its bylaws and mission and may incorporate new rules and/or regulations as the directors deem best. Any alteration to the bylaws shall be accomplished by a 2/3 majority vote of the Board. The Board of Directors shall conduct and manage the affairs and business of The Friends.

**Section 2.** Executive Officer titles, duties and responsibilities are noted as follows:

**President:** The President shall lead and facilitate at all meetings of the members. The President, along with the Treasurer, shall sign leases and contracts approved by the Board. The President shall set goals for meetings, prepare, and set an agenda, and send out announcements as needed for meetings scheduled, and/or other pertinent requests that require response independent of the next scheduled meeting.

**Vice President:** In the absence of the President or his/her inability to act, the Vice President shall act as President.

**Secretary:** The Secretary shall take the minutes and maintain a full and complete record of the meeting proceedings, including the record of attendance. This report will be shared via e-mail prior to the next meeting for approval by the board of directors. In the absence of the President and Vice President or upon the inability of both to act, the Secretary shall perform the duties of the President. In the absence of the Secretary, the President shall appoint a replacement.

**Treasurer:** The Treasurer shall be responsible for the receipt and safe keeping of all funds of the Friends. The Treasurer shall be responsible to oversee the keeping of an accurate and complete record of all funds received and disbursed and such records shall be open to audit at any time. He/she must report regularly to the Board of Directors on the Friends' financial situation and shall prepare an annual report to be presented at the annual meeting of the membership. The Treasurer shall prepare any necessary documents for the IRS and the NH Attorney General related to the finances of the organization, as required by statute or regulation.

## **Article VI – Committees**

**Section 1.** The Committee Chairs and/or Co-Chairs, and any other interested members shall have the following responsibilities to support the Executive Board and shall meet as needed. These chairs shall include, but are not limited to:

**Amazon Sales**

**Bookstore**

**Fundraising**

**Book Sale Committee**

**Old Home Day Pie Committee**

**Hospitality**

## **Membership**

### **Correspondence and Database Maintenance**

### **Membership Drive**

## **Publicity**

The committees may be increased or deleted as necessary.

It is the responsibility for each Chair to ensure all tasks assigned to the committee are completed in a timely and professional manner and to ensure the work is managed without conflict of interest.

## **Article VII - Election to the Board of Directors:**

**Section 1.** The Board of Directors will appoint an Ad Hoc Nominating Committee to nominate general members for election to the Board of Directors. This Committee shall have three (3) appointed members to include one (1) Executive Officer, and two (2) General Members. This Committee shall present a slate of candidates at the annual meeting of the membership and such slate may also be presented to the Board of Directors prior to the annual meeting. Elections to the Board of Directors shall take place at the annual meeting of the members. Officers shall be elected by a majority vote and are expected to serve for the duration of their term or until an appointed or elected successor is selected.

**Section 2.** The Executive Officers and the Committee Chairs shall be elected biannually and serve a two (2) year term.

**Section 3.** In the event of an unforeseen vacancy, the President, with the support of the Board of Directors, shall appoint a replacement from the general membership.

**Section 4.** It shall be the duty of the Board of Directors to attend all meetings regularly. If a Director, or Committee Chair, misses three (3) consecutive meetings without a valid reason or fails to notify of their inability to attend the meeting prior to the start of the meeting, the absentee Director/Chair will receive notification that upon the fourth (4) absence, the Board of Directors will call for a vote to nominate and vote in a replacement.

## **Article VIII - Meetings:**

**Section 1.** There shall be a monthly meeting of the Friends. Special meetings can be called at any time by the President, or in his/her absence, by any Vice President or by any three (3) directors.

**Section 2.** Motions may be proposed by members of the Board of Directors.

**Section 3.** A quorum for the transaction of any business shall be no less than five (5) members of the elected Board of Directors. A vote taken with a quorum present shall constitute a vote of the Board. Votes may also be taken via e-mail or other electronic devices following a motion and a second and defined by a time limit set by an Executive Officer.

**Section 4.** The annual meeting of the organization shall be held in September.

## **Article IX – Compensation and Liability:**

**Section 1.** The Board of Directors shall receive no compensation for their services.