**Bylaws**  

**FRIENDS OF THE JONATHAN BOURNE PUBLIC LIBRARY**

A Not for Profit 501 (c) (3) corporation

Amended October 2019

Draft Amendments for 2021 shown in red.

**ARTICLE I: NAME**

The name of this Organization shall be **Friends of the Jonathan Bourne Public Library**. The organization is also referred to herein as the **Friends**.

**ARTICLE II: PURPOSE**

The purpose of the **Friends** shall be:

* To promote the Library, its resources and services;
* To provide funding for added resources, services and equipment not made available through the normal operating budget or capital outlays appropriated by the town; and
* To encourage the use of the Library by all ages through the promotion of innovative programs.

**ARTICLE III: MEMBERSHIP**

Section I Membership in this organization shall be open to all who are interested in its purpose.

Section II The categories of membership shall be: Student, Individual, Family, Honorary, Senior and Life Member.

Section III Each membership will be entitled to one vote. Honorary memberships will be non-voting.

**ARTICLE IV: OFFICERS**

Section I The Officers of this organization shall be: President, Vice President, Secretary and Treasurer.

Section II Officers shall be elected to serve for a term of two years.

Section III Officers’ terms shall be staggered as follows.

* The President and Secretary shall serve on an even year cycle starting from 1/1/20 to 12/31/22; and
* The Vice President and Treasurer shall serve on an odd year cycle starting from 1/1/21 to 12/31/23.

Section IV The election of officers shall be held at the annual meeting of the organization.

**ARTICLE V: DUTIES OF OFFICERS**

Section I **President**: The President shall preside over, and conduct all meetings, and appoint the Chairperson of all standing Committees and the Chairpersons of such special Committees as occasions demand. The President is a member ex-officio of all committees

Section II **Vice President**: The Vice President shall have the powers and perform the duties of the President, in the absence, disability or resignation of the President.

Section III **Secretary**: The Secretary shall record attendance, keep Minutes, keep a Membership List, notify members of meetings, and conduct the correspondence of the organization.

Section IV **Treasurer**: The Treasurer shall keep and maintain the financial records of the organization; present the financial report at the annual meeting and at such other times as may be requested; collect all revenue; and be responsible for the payment of all obligations.

**ARTICLE VI: EXECUTIVE BOARD**

Section I The Executive Board shall consist of the elected Officers and the Chairpersons of all standing Committees.

Section II Meetings of the Executive Board shall be called by the President, or when requested by at least half of the members of the Executive Board.

Section III The President shall appoint members to fill vacancies occurring between elections.

Section IV All expenditures shall be approved by a simple majority of the Executive Board.

Section V A majority of the Executive Board present and voting shall constitute a quorum.

**ARTICLE VII: MEETINGS**

Section I The Friends shall meet monthly, with all interested members, the Executive Board, the Committee Chairs, a representative of the Library staff, and a member of the Board of Trustees. The purpose of these meetings shall be to:

* Review the progress of activities,
* Solicit ideas for improvements,
* Solicit volunteers to enhance the organization’s services for the Library, and
* Ensure the coordination of goals and activities with the Board of Trustees and the Library staff.

Section II The Executive Board shall meet monthly to review the status of the Budget and to approve the expenditure of funds. A member of the Library staff and the Library Director may attend these meetings to present requests for program funding and other expenditures that support the Library. The President shall determine the schedule for these meetings.

Second III An Annual Meeting shall be held in October on a date to be determined by the Executive Board. The Budget for the following year shall be presented by the Treasurer for the review and approval of the members present. A majority vote of all members present is required for approval.

Section IV Meetings of the organization may be called at any time by the Executive Board.

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**ARTICLE VIII: DUES**

Section I: Annual dues shall be determined by the Executive Board.

Section II: Annual Dues

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| Lifetime Membership (one-time payment) | $500 |
| Family Membership | $50 |
| Individual Membership | $30 |
| Senior Membership | $20 |
| Student Membership (under age 24) | $5 |

Section III: Annual dues are for a calendar year and are due on March 1 of each year.

**ARTICLE IX: USE OF FUNDS**

Section I: The organization is a Non-Profit 501 (c) (3) corporation.

Section II: The assets of the organization are held as follows: a brokerage fund, building funds, and checking funds. The use of these funds shall be as described below.

* The brokerage fund shall be used to support the **Friends** programs and services for the Library. The withdrawal of assets from this fund shall be on an annual basis to fund the annual Budget of the organization and shall not exceed the excess of these funds above $500,000, without an amendment of these Bylaws.
* The Building Funds shall be used only for the construction of an expansion or renovation of the Library.
* There are two checking funds. The first general checking fund shall be used to fund the annual Budget of the **Friends** and shall specifically support: Adult Programs, Children’s Programs, Museum Passes, Scholarships and related business activities. The second checking fund is called the **Beacon of Support**; and it specifically covers donations to and expenditures for the Children’s Programs.

**ARTICLE X: BUDGET AND TAX REPORTS**

Section I: The **Friends**’ Budget shall be based on a calendar year.

Section II: The Treasurer shall provide the Executive Board with a monthly status report on the Budget.

Section III: The Budget for each calendar year shall be presented to the Executive Board for approval in October of each prior year.

Section IV: The Treasurer shall provide the Federal and State Tax Reports as required for a 501 (c) (3) corporation. Said reports shall be reviewed and approved for submittal by the Executive Board.

**ARTICLE XI: COMMITTEES**

Section I Standing Committees of this organization shall be:

* Membership,
* Communications,
* Fundraising, and
* Student Support.

Section II The Executive Board may form such committees as are considered necessary, and these committees shall be automatically dissolved when they have discharged their functions.

Section III Chairpersons of all standing Committees, upon appointment by the President, become members of the Executive Board. The Executive Board and all Chairpersons of Committees who attend monthly Executive Board meetings shall have a vote. Any other members (subject to approval by the Board at the time of the meeting) shall also have a vote.

**ARTICLE XII: DUTIES OF COMMITTEES**

Section I **Membership**: The Committee shall consist of a Chairperson appointed by the President and other members as necessary. It shall be their duty to keep an accurate list of the membership, to recruit new members, and to promote an active and efficient membership in harmony with the purposes of the organization.

Section II **Communications**: The Committee shall consist of a Chairperson appointed by the President and other members as necessary. They are responsible for periodic Newsletters and other communication venues and materials as deemed necessary.

Section III **Fundraising**: The Committee shall consist of a Chairperson appointed by the President and other members as necessary. It shall be their responsibility to organize fundraising events, such as book sales and other fundraising events.

Section IV **Student Support:** The Committee shall consist of a Chairperson appointed by the President and other members as necessary. The Chairperson shall be age 16 or older in order to have a voting right on the Board. It shall be their duty to help with volunteer activities and provide suggestions for **Friends** outreach to students within the community.

**ARTICLE XIII: CONDUCT OF MEETINGS**

“Roberts Rules of Order, Revised”, when not in conflict with these By Laws, shall govern the proceedings of this organization.

**ARTICLE XIV: AMENDMENTS**

Bylaws may be altered, repealed or amended at any meeting of the general membership by a two-thirds vote of those present, provided that notice of the proposed amendments has been presented at a monthly meeting to all interested members at least one month prior to the meeting at which the voting is to take place. The Executive Board of the Corporation may make, amend or repeal the Bylaws of the Corporation to the fullest extent permitted under the laws of the Commonwealth of Massachusetts as they may be amended from time to time. However, no amendment may be made which changes the Non-Profit 501 (c) (3) status of the organization.

**ARTICLE XV: DISSOLUTION OF THE CORPORATION**

Upon dissolution of the Corporation, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Corporation, make provision for the disposition of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, education, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501 (c) 3, of the Internal Revenue Code of 1954, as the Executive Board of the Corporation shall determine.

Any such assets not so disposed of or not capable of such disposition under the laws of the Commonwealth of Massachusetts shall be disposed of exclusively for such purposes by a court of competent jurisdiction, or distributed to such organization or organizations, as such court shall determine, that are organized and operated exclusively for such purposes.

Meetings of the Executive Board and the members of the Corporation may be held anywhere in the United States or such other place as may be permitted under the laws of the Commonwealth of Massachusetts as they may be amended from time to time. Meetings may be held in person or via any electronic means.

Effective Date of the Organization: May 13, 1974

Federal ID #: 04-2580285