

ARTICLE I - NAME

The name of the organization shall be "Friends of the Millicent Library."

ARTICLE II - PURPOSE & POLICY

Section 1. Purpose

The purpose of this organization shall be:

- A. To maintain an association of persons interested in libraries; to foster public interest and support for the library through knowledge of its services and needs; and to stimulate volunteer services and gifts to the library.
- B. To enrich the cultural life of the community through library activities for the benefit of the community.

Section 2. Policy

This shall be a non-profit, non-partisan, and non-sectarian organization.

ARTICLE III - MEMBERSHIP

Section 1. Composition

Membership in this organization shall be open to anyone interested in its purpose.

Section 2. Voting

Each membership is entitled to one vote with the exception of family memberships, which are entitled to one vote per family member over 18 years of age.

ARTICLE IV - DUES

Annual membership dues are payable on the first day of July. Dues shall be set by the Executive Board. There shall be five classes of dues:

- Individual annual membership
- Family annual membership
- Benefactor/Corporate annual membership
- Lifetime Family membership
- Lifetime Individual membership

ARTICLE V - FISCAL YEAR

The fiscal year shall begin on the first day of July and end on the thirtieth day of June.

ARTICLE VI - MEETINGS

MEMBERSHIP ANNUAL MEETING

Section 1. There shall be at least one membership meeting annually of the membership of this organization. This meeting shall be held in May. Two weeks prior to the annual meeting, notice shall be posted in the Millicent Library, communicated to members, and listed in the local newspaper.

Section 2. A majority of voting members of the Executive Board plus two members of the organization shall constitute a quorum at the annual meeting.

Section 3. Should it be necessary to have an additional meeting to conduct business at a time other than the annual meeting, the rules of Section 2 (above) shall apply.

EXECUTIVE BOARD MEETINGS

Section 4. At least six meetings of the Executive Board shall be scheduled annually. All meeting of the Executive Board shall be open to the full membership. The Executive Board may go into executive Session for discussion of a specific matter at any of its meetings only on the vote of a majority of Executive Board members present and voting at that meeting.

ARTICLE VII - OFFICERS & DUTIES

Section 1. Officers.

- A. The officers of the organization shall be:
- President
 - Vice-President
 - Recording Secretary/ Clerk
 - Corresponding/Membership Secretary
 - Treasurer
- B. The term of all Officers shall be two years and elected in even years at the Annual Meeting.

Section 2. Duties

- A. It shall be the duty of the **President**:
- a. To preside at all general and special meetings of the Executive Board and the organization.
 - b. Together with the recording secretary, to present a report of the organization's activities to the membership at the annual meeting for the fiscal year just concluded.
 - c. To be ex-officio member of any committee of the organization except the nominating committee.
 - d. To be a member of the Executive Board for the succeeding term following his/her term of office.
- NOTE: In the absence of the President, the Vice-President shall perform the above duties.
- B. It shall be the duty of the **Vice-President** to serve in the absence of the President or, in the case of a vacancy in that office, until the office is filled.
- C. It shall be the duty of the **Recording Secretary/Clerk**:
- a. To record the minutes of every meeting, including the number and/or names of members in attendance, and to read the minutes of the previous meeting.
 - b. To have custody of the record books of the organization and to retain a copy of all reports of all committees.
 - c. Together with the President, to present a report of the organization's activities to the membership at the annual meeting for the fiscal year just concluded.
- NOTE: In the absence of the Recording Secretary/Clerk, the Corresponding Secretary shall perform the above duties.

- D. It shall be the duty of the **Corresponding Secretary**:
- a. To be responsible for all correspondence of the organization.
 - b. To acknowledge all gifts
 - c. To welcome all new members into the organization.
 - d. To notify members of appointments to committees.
 - e. To publish notices of meetings and activities in the newspapers.

NOTE: In the absence of the Corresponding Secretary the Recording Secretary/Clerk shall perform the above duties.

- E. It shall be the duty of the **Treasurer**:
- a. To receive all monies belonging to the organization and to give a receipt for monies received.
 - b. To deposit all monies in a Fairhaven bank account(s). The signature of the Treasurer shall be required for bank withdrawals up to \$500.
 - c. To disburse the general funds of the organization as ordered by vote of the membership, except as specifically stated otherwise in these bylaws.
 - d. To keep a record of all receipts, expenditures, deposits and withdrawals. All records in the custody of the Treasurer shall be subject to the inspection of the membership.
 - e. To present a report to the membership at the annual meeting for the fiscal year just concluded.

NOTE: In the absence of the Treasurer, the Vice-President shall perform the above duties.

Section 3. Term Expirations Upon the expirations of their terms of office, officers and committee chairpersons shall turn over promptly to their successors all records, monies, bank books/statements, and other pertinent papers of the organization that they have in their possession.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. Composition. The Executive Board shall consist of the officers, chairpersons of all standing committees, the library director, one member of the library board of trustees and at-large members not to exceed four. The director and the trustee member shall serve as ex-officio members without a vote.

Section 2. Quorum. Fifty percent (50%) of the voting members of the Executive Board present constitutes a quorum.

ARTICLE IX - AMENDMENT OF BY-LAWS

By-laws may be amended only by a vote of 2/3 of members present and voting at the Annual Meeting.

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