

FRIENDS OF THE TYNGSBOROUGH PUBLIC LIBRARY BY-LAWS

Approved April 1, 2019

ARTICLE I. NAME OF ORGANIZATION

The name of the organization is The Friends of the Tyngsborough Public Library.

ARTICLE II. PURPOSE

Section 1. Nonprofit Purpose

The Friends of the Tyngsborough Public Library is a non-profit organization and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Section 2. Specific Purpose

The purpose of The Friends of the Tyngsborough Public Library shall be to promote interest in the Tyngsborough Public Library and provide financial support for items and programs that benefit the Library Patrons and the community at large.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership

Membership shall be open to anyone interested in promoting the purpose of the organization.

Section 2. Membership Year

The membership year shall be from April 1st to March 31st.

Section 3. Annual Dues

Dues shall be payable annually and shall become due on the last day of March. Members joining during the membership year shall be credited for the entire membership year back.

The amount required for annual dues shall be based upon membership category shall be listed on the most current membership brochure.

The Executive Board may consider an increase in annual dues amount at the beginning of the term of a newly elected or re-elected president.

Section 4. Membership Categories

There shall be six (6) Membership Categories: Platinum, Gold Patron, Silver Patron, Family, Individual, Military/Student/ Senior Citizen.

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ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Regular Meetings

All meetings are open to the general membership and those interested in joining the organization.

Section 2. Annual Meeting of the Membership

The Annual Meeting of the Membership shall be held in March of each year. The Annual Meeting of the Membership is open to the general membership and those interested in joining the organization. Election of officers shall be held during the Annual Meeting of the Membership.

Section 3. Quorum

The members present shall constitute a quorum. At least one elected officer shall be present to conduct any general business of the organization.

Section 4. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE V. EXECUTIVE BOARD

Section 1. Executive Board

The Executive Board shall consist of the elected officers, chairs of standing committees, chair of the Tyngsborough Public Library Board of Trustees or his/her designated representative (non-voting), and the Library Director or his/her designated representative (non-voting).

The Executive Board shall meet as required to transact necessary business between membership meetings and such other business as may be referred to it by the organization.

In the event of an Officer vacancy, the Executive Board may appoint by simple majority a general member to the vacant position for a period not to exceed the next Annual Meeting of the Membership.

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ARTICLE VI. OFFICERS

The officers of this organization shall be the President, Vice President, Secretary, Treasurer and Co-Treasurer. All officers are members of the Executive Board.

Section 1. Nomination and Election Procedures

Officers shall be elected at the Annual Meeting of the Membership. Nominations from the floor and self-nominations will be accepted and voted upon by the quorum. If there is but one candidate for any office, by motion from the floor, election may be by a voice vote. Elections may be by ballot. Terms of office are two (2) years.

In the event an Officer position is vacant or is vacated after the Annual Meeting of the Membership, the Executive Board may appoint by simple majority a general member to the vacant position for a period not to exceed the next Annual Meeting of the Membership.

Section 2. President

The President shall preside at all meetings of the organization and of the Executive Board and shall be a member ex-officio of all committees. The President shall be the official liaison between the Friends and the Library administration and perform all other duties usually pertaining to the office.

Section 3. Vice President

The Vice-President shall act as an aid to the President and shall perform the duties of the President in their absence. The Vice-President shall review the membership roster for accuracy; manage communication with the membership; monitor museum pass usage and perform other responsibilities as may be delegated.

Section 4. Secretary

The Secretary shall keep minutes of all meetings; conduct the correspondence of the organization and perform other responsibilities as may be delegated.

Section 5. Treasurer

The Treasurer shall receive all funds of the organization; maintain an accurate record of membership status; maintain an accurate record of all receipts and expenditures; pay out all funds as authorized by the organization; present a statement of account as requested; file all taxes for the organization and perform other responsibilities as may be delegated.

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ARTICLE VII. COMMITTEES

Section 1. Standing Committees

There shall be such standing committees created by the Executive Board as may be required on a continuing basis to promote the purposes of the organization. The standing committees may include but not be limited to book sale, publicity/newsletter, historian, fund-raising, and programs. These committees report to the Executive Board.

Section 2. Ad Hoc Committees

The President, in consultation with the Executive Board shall create ad hoc committees as needed. The official resolution to be voted on by the Executive Board shall clearly state the purpose of the committee and the time limits on its responsibilities. The President shall appoint a chair for such committees.

ARTICLE VIII. CONTRIBUTIONS

Any capital contributions of money in any amount or any other property of value shall not be repaid to any member upon dissolution of the organization. Funds or property remaining in the holdings of the organization upon its dissolution shall become the property of the Tyngsborough Public Library Board of Trustees to be used for the support of the public library. Proceeds up to 25% from the fall Friends of the Tyngsborough Public Library book sale will go to the Children's Library for the purchase of circulating materials.

ARTICLE IX. AMENDMENTS TO BY-LAWS

These by-laws may be amended at any meeting of the general membership with a show of hands and simple majority vote of members present. Notice of amendment changes shall be in writing available at the library prior to a membership meeting. Approved amendments shall go into effect as of the date of approval unless otherwise stated.

ARTICLE X. FINANCIAL REVIEW

The President may appoint an individual, not a member of the Executive Committee, to review and reconcile the accounts of the Treasurer prior to the presentation of the Treasurer's Annual Report.

ARTICLE XI. RULES OF ORDER

Robert's Rules of Order shall govern the business procedures of the organization in all cases in which they are applicable and in which they are not inconsistent with these by-laws.