

Friends of the Northampton Area Public Library

BYLAWS

**Article I. Name**

**Section 1.** The name of this organization shall be Friends of the Northampton Area Public Library.

**Article II. Purpose**

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

- a. To maintain an association of persons interested in libraries
- b. To focus public attention on the library.
- c. To stimulate the use of the library's resources and services
- d. To receive and encourage gifts and donations to the library
- e. To support and cooperate with the library in developing library services and facilities for the community.
- f. To lend legislative support where needed
- g. To support the freedom to read as expressed in the American Library Association Bill of Rights.

**Article III. Membership**

**Section 1.** Membership in this organization shall be open to all individuals in sympathy with its purposes.

**Section 2.** Each membership will be entitled to one vote.

**Section 3.** There shall be the following classes of membership for an annual fee:

- a. Individual
- b. Family

**Article IV. Officers**

**Section 1.** The officers of this organization shall be president, vice-president, treasurer, and secretary. (No member of the Library Board of Trustees shall hold elective office.)

**Section 2.** The executive board shall nominate officers at least two months before the annual membership meeting. The nominations shall be submitted in writing to the membership with the consent of the nominee at the annual meeting. Additional nominations may be made from the floor with the prior consent of the nominee.

**Section 3.** Officers shall be elected by majority vote of those present at the annual meeting for the term of one year, but not for more than two successive terms, unless there are no other nominees for the position.

## **Article V. Duties of Officers**

- Section 1.** President: To preside over and conduct meetings and to appoint all committee chairmen and to be an ex-officio member thereof, except as limited herein.
- Section 2.** Vice-president: To perform the duties of the president in the absence of the president.
- Section 3.** Treasurer: To keep and maintain financial records of the organization and to furnish a financial report at all meetings.
- Section 4.** Secretary: To record attendance at all meetings; to take the minutes of all meetings, with copies of same to be given to the Library Board; to keep a list of the membership, together with their addresses; to notify the members of the time and place of meetings, to conduct the correspondence of the organization.

## **Article VI. Executive Board**

- Section 1.** The executive board shall consist of the officers of the organization and the chairman of all standing committees. The library director, or a trustee representative, shall serve as ex-officio member of the executive board.
- Section 2.** The executive board shall have the authority to appoint committees consistent with the purposes of this organization.
- Section 3.** Meetings of the executive board shall be held quarterly. The president may call special meetings.
- Section 4.** A majority of the executive board shall constitute a quorum.
- Section 5.** All projects shall be subject to the approval of the Library Board of Trustees.
- Section 6.** Requests for funds by the Library Board or Director shall be submitted for approval to the executive board. The executive board shall place such requests before the membership at a regular meeting.

## **Article VII. Meetings**

- Section 1.** Meetings are to be scheduled on a regular monthly basis. Advance notification shall be placed on the library's webpage.
- Section 2.** The annual reorganization meeting is to be held at the January meeting.
- Section 3.** A meeting of this organization may be called at any time by the executive board.

## **Article VIII. Committees**

- Section 1.** The following shall be committees:
- a. Fundraising
  - b. Special projects
  - c. Gardening/Grounds
  - d. Community events

## **Article IX. Amendments**

**Section 1.** Amendments to these by-laws may be made at any meeting of the general membership by a majority vote of those present after notification in writing or email to each member at least two weeks before the meeting at which the voting is to take place.

## **Article X. Parliamentary Procedure**

**Section 1.** *Roberts' Rules of Order Revised*, when not in conflict with the by-laws, shall govern the procedures of the organization.