BYLAWS OF THE FRIENDS OF THE HOLYOKE PUBLIC LIBRARY

ARTICLE I – IDENTIFICATION

Section 1. The name of this corporation shall be The Friends of the Holyoke Public Library, Inc., hereinafter referred to as the association.

Section 2. The headquarters of this association is located at the Holyoke Public Library, 335 Maple Street, Holyoke, MA 01040.

ARTICLE II - OBJECTIVES

Section 1. The purpose of this association shall be to maintain a nonprofit organization of interested persons to advance and encourage appreciation, understanding, enjoyment, and public use of the educational and cultural facilities at the library, and to cooperate, when possible, with other groups to improve the cultural activities of the community.

Section 2. This association shall work in conjunction with the officers and staff of the library- to achieve these ends, to acquaint the community with the needs of the library, and to help improve their facilities.

Section 3. The association shall operate in full compliance with IRS Code Section 501 (c) (3) and Chapter 180 of the Massachusetts General Laws.

Section 4. The Mission statement of the organization shall consist of the following:

- 1. Friends support quality library service in the community through fundraising, volunteerism, and serving as advocates for the library programs.
- 2. Friends provide input into the library long-range planning process and remain knowledgeable as to the status of the plan.
- 3. It promotes the library program to the public.
- 4. It conducts fundraising that complements the library mission and provides funding for special library projects.
- 5. Friends serve as advocates for local, state, and national library issues and represent the library program to legislators.
- 6. It maintains a liaison to the board of trustees to attend all of their meetings. Executive board members should attend and participate in all Friends executive board meetings.
- 7. It affiliates with state and national Friends organizations and attends their meetings and workshops.

ARTICLE III – MEMBERSHIP

- Section 1. Any person or organization may become a member of the association upon approval of the association and the payment of annual dues in effect at the time.
- Section 2. The dues schedule shall be approved by vote of the association at its annual meeting.
- Section 3. Each member and organizational representative shall be entitled to cast one vote on all matters which come before a meeting of the association.

ARTICLE IV - MANAGEMENT

- Section 1. The management of this association shall be vested in a board of directors consisting of at least 15 but not more than 27 association members, including the officers. An immediate past president continues to serve on the board an additional year.
- Section 2. The term of directors is three consecutive years. They are eligible for reelection.
- Section 3. One-third of the directors shall be elected by the association each year at the annual meeting to replace those directors whose terms have expired.
- Section 4. The officers of the association shall be a president, vice president, treasurer, assistant treasurer, secretary, and corresponding secretary, each being a board member.
- Section 5. The term of the president, vice president and other officers is one year; however, they may continue to serve, if reelected, as long as their term/terms as directors shall last.
- Section 6. The president shall appoint a nominating committee chairperson who shall be either a director or a Friend from the general membership. He/she shall appoint at least three Friends to service on this committee. Included in the committee must be a member from the preceding year. The committee shall present a slate of nominees for election to officerships and directorships at the annual meeting of the association. Election requires a majority vote by those present.
- Section 7. When a vacancy occurs among the officers, the nominating committee shall present names to fill the unexpired term to the board at its next regular meeting.

ARTICLE V - DUTIES OF THE OFFICERS

- Section 1. The president shall preside at all meetings of the association and of the board and appoint standing committees (membership, program, public relations, etc.) and the chairpersons thereof. The president will be an ex officio member of all committees, except the nominating committee. The president is also responsible for the signing of checks.
- Section 2. The vice president shall, in the absence or disability of the president, perform all the functions of the president during such absence or disability.
- Section 3. The treasurer shall be responsible for handling all monies of the association and shall keep appropriate and accurate records. Any check or disbursement must be signed by the president. A financial report shall be presented at all meetings of the board and at the annual meeting of the association.
- Section 4. The assistant treasurer shall assist the treasurer as needed and perform all the duties of the treasurer in case of absence or disability.

Section 5. The secretary shall keep a record of all meetings of the board and of the association to present at the following meeting.

Section 6. The corresponding secretary shall mail notices of meetings and perform any correspondence required by the board.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. An executive committee shall consist of the officers and the immediate past president and shall meet at the discretion of the president between meetings of the board of directors. Recommendations made by the committee shall be submitted to the board for approval at its next meeting.

ARTICLE VII – MEETINGS

Section 1. The annual meeting of the association shall be held in May. Fifteen members shall constitute a quorum, and action on motions shall be decided by a vote of a majority of those present. Notices of meetings shall be sent two weeks in advance of the date thereof.

Section 2. Special meetings of the association may be called by the president or the board or upon written request of five members. The notice shall be sent at least two weeks prior to the date of the meeting. The business to be discussed shall be stated in the notification to all association members.

Section 3. Regular meetings of the board of directors shall take place *at least* four times a year. Seven board members shall constitute a quorum, and motions shall be carried by a vote of the majority. Notices shall be mailed to board members at least one week before the meeting. Special board meetings may be called by the president with at least forty-eight hours notice to board members.

Section 4. The director of the library, president of the library board, and/or other staff members will be invited to participate in board meetings on a non-voting basis.

Section 5. All association and board meetings shall be conducted in accordance with Roberts Rules of Order.

ARTICLE VIII – FISCAL PERIOD

Section 1. The fiscal year of the association shall start on *July* 1 and end on *June* 30.

ARTICLE IX – AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended, in whole or in part, by two-thirds vote of those present at a meeting of the association, provided that the meeting notice contains specific notice of Intention and that a summary of proposed change/changes is included.