

**FRIENDS OF THE WEYMOUTH LIBRARIES
WEYMOUTH, MASSACHUSETTS
CONSTITUTION AND BYLAWS**

NAME

The organization shall be known as the Friends of the Weymouth Libraries.

PURPOSE

The Friends of the Weymouth Libraries is a non-profit organization established to promote interest in the use of the library facilities; to receive gifts, endowments, and bequests to the Library, to assist in securing library materials that may not be available through town funding; and to provide programs that will enhance the lives of the residents of Weymouth and others visiting the Weymouth libraries.

MISSION

The mission of the Friends of the Weymouth Libraries is to raise money and public awareness in the community in order to support the services and programs of the Library.

The Friends is a private, non-profit, 501 (c) (3) organization that is a legally distinct entity and is not a part of the Library.

NON-DISCRIMINATION

The organization does not discriminate on the basis of disability, gender, sexual orientation, age, race, color, religion, or national or ethnic origins in its selection of members, officers, and chairpersons.

CONFLICT OF INTEREST

No part of the earnings of the Friends shall benefit any member or officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to the organization).

No member or officer of the organization or any private individual shall be entitled to share in the distribution of any organization assets on dissolution of the organization.

All members and officers of the Friends shall adhere to any and all legal and ethical guidelines of the organization.

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MEMBERSHIP

Membership shall be open to any individual, business firm, or group interested in supporting the purpose and mission of the Friends.

There may be various categories of membership as determined by the organization's Board of Directors.

Dues for each category shall be determined annually upon recommendation of the Board of Directors.

Membership shall be from January 1 to December 31.

Membership dues and contributions to the Friends may be considered tax deductible.

BOARD OF DIRECTORS

PURPOSE OF THE BOARD

The Board shall be comprised of President, Treasurer, Secretary, and four (4) Members at large.

The primary purpose of the Board of Directors is to operate as a governing body and steering group for the Friends insofar as setting the annual goals and agenda, setting fundraising targets, ensuring that the Friends adhere to legal and ethical requirements and guidelines, advocating on behalf of the Friends and the Library, and enhancing the standing of the Friends within the community.

The Board shall have the power to conduct the affairs of the Friends, including establishing committees, the appointment or election of additional officers, and the filling of vacancies.

NOMINATIONS AND ELECTIONS

The President shall, in January of an election year, appoint a Nominating Committee of three (3) members.

The Nominating Committee shall, in March of an election year, present a slate of officers to stand for election.

The Annual Meeting of the membership is the last Saturday in April.

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The election of officers shall be in April of an election year at the Annual Membership Meeting.

A simple majority of members attending the Annual Membership Meeting will be sufficient to elect the new slate of officers.

If there is only one nominee for each office, the Secretary will cast a vote for the entire slate.

Officers will be elected for a term of two (2) years from May 1 to April 30.

No member shall serve more than two (2) consecutive terms in the same office.

ROLE OF BOARD MEMBERS

The Board meets monthly, and each board member must attend 75% of Board meetings.

There must be a quorum of 4 voting members of the Board in order to hold a meeting.

A thirty (30) day notice of the resignation by a Board member shall be submitted in writing or via email to the President. The Board shall appoint a replacement until the next election.

The immediate past President will serve as a non-voting member on the subsequent board for a period of 6 months.

A library liaison will also attend as a non-voting member.

ROLE OF OFFICERS AND BOARD POSITIONS

PRESIDENT

Oversee board meetings

Establish, set, and publish the agenda for and conduct Board meetings and the Annual Membership Meeting.

Call special meetings as needed.

Act as a liaison between the Friends, the Library, and the Trustees, and the Foundation.

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Cosignatory on the bank accounts and debit card.

Authorized to approve Friends' expenditures up to \$200. Expenditures exceeding \$200 requires Board approval.

SECRETARY

Responsible for recording and disseminating the minutes electronically of all Board meetings and the Annual Membership Meeting.

Responsible for acknowledging all donations made to the Friends.

Responsible for other correspondence between the Friends and other groups and individuals.

TREASURER

Responsible for receiving all funds raised by the Friends and for preparing the monthly and the annual financial report.

Maintain bank accounts, debit card, third party transactions, and financial records for the organization.

Oversee preparation tax returns and charitable organization public filings.

Process bookstore financial activity and maintain cash box.

Maintain membership list and charitable contributions as needed, and distribute the list as needed.

FOUR (4) VOTING MEMBERS AT LARGE

No fixed duties

Duties vary according to the association's needs and as directed by the President.

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STANDING COMMITTEES/COORDINATOR

ROLE OF CHAIRS/COORDINATOR

The Friends organization has the following: Bookstore, Communication, Fundraising, Membership, and a volunteer coordinator.

Chairs/coordinator will be appointed by the President with the approval of the Board.

Chairs/coordinator will serve for two (2) years.

No chair/coordinator will serve for more than two (2) consecutive terms.

DONATIONS

The Friends of the Weymouth Libraries may accept cash donations, books and other materials that will benefit the purpose of the Friends of the Library's bookstore.

All contributions to the Friends of the Weymouth Libraries may be tax-deductible.

The Friends of Weymouth Libraries reserve the right to refuse any donation for any reason.

AMENDMENTS

Any active voting member of the Board of Directors may recommend a review by the Board of the current by-laws by submitting suggested amendments, alterations or removal of any part hereof that are within the scope of the Purpose and Mission of the Friends of Weymouth Libraries.

A majority vote of the Board of Directors will be required if it is agreed to accept any amendment, alteration or removal of any part of the existing by-laws. The newly adopted by-laws must be signed and dated by the Board of Directors.

DISSOLUTION

In the event of the dissolution of this organization, the assets of the organization shall be turned over to the Library or the Library Foundation.