

BY-LAWS

FRIENDS OF THE MERIDEN PUBLIC LIBRARY, INC.

ARTICLE I

Name

Section 1. The name of this organization shall be Friends of the Meriden Public library, Inc., 105 Miller Street, Meriden, Connecticut.

ARTICLE II

Purpose

Section 1. The purpose of this organization shall be to maintain an association of persons and organizations interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments and bequests to the library; to support and cooperate with the library in developing library services and facilities for the community; and to support the freedom to read as expressed in the American Library Association Bill of Rights.

Section 2. In the event of the dissolution of the corporation, and prior to the completion thereof, all liabilities and obligations of the corporation shall be paid, satisfied and discharged, and all of the remaining assets, property and income owned or held by the corporation shall be expended for or applied to the purposes of the corporation, or one or more of such purposes, by transferring and conveying such assets, property and income to one or more corporations or organizations organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes to which exemption from income taxes has been granted under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), and no part of such remaining assets, property or income shall be distributed to members or to any other persons whatsoever.

ARTICLE III

Membership

Section 1. Membership in this organization shall be open to all individuals in sympathy with the stated purposes of the organization and to representatives of organizations and clubs when such representation is desired.

Section 2. Membership in the organization shall be based on the payment of annual dues.

Section 3. The Executive Committee shall, from time to time, determine and establish levels and categories of membership.

ARTICLE IV

Officers

Section 1. The officers of this organization shall be a president, vice-president, treasurer, secretary.

Section 2. Officers of the Friends of the Meriden Public Library, Inc. shall be elected by a majority vote of the membership attending the organization's annual meeting in December of each year.

Section 3. Candidates for officer positions shall be nominated by a committee chosen by the organization's Board of Directors. Additional nominations may be made from the floor at the annual meeting with the consent of the nominee(s).

Section 4. Candidate eligibility is open to members in good standing who are not serving as members of the Meriden Public Library's Board of Trustees.

Section 5. Officers shall be elected by the majority vote of the members present at the annual meeting. Each member shall be entitled to one vote. The term of office shall be for one (1) year. Terms of office shall begin on January 1st immediately following the election and continue until December 31st.

Section 6. Any position on the board of directors shall be declared vacant if an officer holder fails to attend three consecutive monthly meeting without being excused. An excused absence will be for illness, work, vacation, and necessary family business.

Section 7. Vacancies shall be filled by appointment made by the board of directors. Persons appointed to a vacant office shall serve until the next regular election.

ARTICLE V

Duties of Officers

Section 1. President: To preside over and conduct meetings and to appoint the members of all committees and the heads thereof and be an ex officio member thereof, except as limited herein; to submit an annual report of the operations of the organization to the members at the annual meeting, and from time to time to report to the executive board all matters within his/her knowledge that should be brought to their attention in the best interests of the corporation.

Section 2. Vice-president: To perform the duties of the president in the absence of the president. He/she shall perform such duties and assignments as directed by the President.

Section 3. Treasurer: To be responsible for the collection, safekeeping and expenditure of all funds, securities and property of the Friends of the Meriden Public Library; to keep and maintain the financial records of all business transactions of the organization; to render to the president and secretary or to the board each month, an account of all of his/her transactions as treasurer and a financial statement in form satisfactory to them, showing the condition of the organization. The treasurer shall submit to the membership a written financial report for the past fiscal year at the annual meeting.

Section 4. Secretary: To record attendance at all meetings; to take the minutes of all meetings; to keep a list of the membership, together with their

addresses; to notify the members of the time and place of meetings; and to conduct all correspondence of the organization.

Section 5. Assistant Treasurer (if applicable): to assist the Treasurer and to perform duties as assigned.

Section 6. Assistant Secretary (if applicable): to assist the Secretary and to perform duties as assigned.

ARTICLE VI

Board of Directors and Executive Committee

Section 1. The board of directors of the Friends of the Meriden Public Library shall consist of the officers of the organization, the immediate past president, and the chairmen of all committees. The library director or his/her designee shall serve as an ex officio member of the board of directors but shall have no vote.

Section 2. The executive committee shall consist of the officers of the organization.

Section 3. The executive committee shall be responsible for the governance of the organization and have authority to designate all committees with the purposes of the organization.

Section 4. The President shall be an ex-officio and voting member of all committees with the exception of the nominating committee.

Section 5. There shall be the following standing committees Membership, Nominating, Bookstore, and Volunteer. The executive committee may establish other committees as necessary.

Section 6 Meetings of the board of directors shall be held monthly except in the month of August. Special meetings may be called by the president or by the majority of the executive committee. All meetings shall be open to the membership except those meeting or portions of meetings designated

“Executive Session” by the president or a majority of the Executive Committee

Section 7. Five members of the board of directors shall constitute a quorum.

Section 8. The executive committee shall meet at the call of the President or at the request of a majority of the committee.

ARTICLE VII

Meetings

Section 1. An annual meeting shall be held on a date in the month of December to be determined by the board of directors. Members should be notified at least two weeks prior to the date of the meeting.

Section 2. Additional general meetings shall be scheduled as approved by the board of directors.

ARTICLE VIII

Dues

Section 1. Annual membership dues shall be determined by the executive committee.

Section 2. The fiscal year of the organization shall begin on January 1st of each year and end on December 31th of the year.

ARTICLE IX

Funds

Section 1. Adequate books of accounts shall be maintained by the treasurer.

Section 2. The funds of the organization shall be expended in accordance with the annual budget prepared by the executive committee. The budget shall reflect income and expenses for the fiscal year. No funds shall be disbursed without the approval of the President or Treasurer.

Section 3. The board of directors shall appoint a reviewer, who is not an officer, to review the treasurer's books prior to the annual meeting.

ARTICLE X

Amendments

Section 1. Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present after notification to each member at least two weeks before the meeting at which the voting is to take place.

ARTICLE XI

Parliamentary Procedures

Section 1. Robert's Rules of Order Revised (when not in conflict with these bylaws or with the laws of the State of Connecticut) shall govern the proceedings of this organization.

Revised December 2016