

BY LAWS OF THE FRIENDS OF THE JOSHUA HYDE LIBRARY, INC.

ARTICLE I: The name of the organization

This organization shall be called The Friends of the Joshua Hyde Public Library, Inc.

ARTICLE II: Purposes and Objectives

The Friends of the Joshua Hyde Public Library, composed of individuals, businesses and families sharing an appreciation of the range of services the institution can now, and potentially offer patrons of all ages, interests and pursuits, has organized itself to achieve these purposes:

- a. To stimulate action in response to the rising expectations of a growing community.
- b. To advocate the usefulness of strengthened library services for the benefit of a better informed citizenry.
- c. To preserve the fundamental idea and value of freedom of expression and reading.
- d. To encourage popular support for the library as a community resource for the satisfactions found in learning and leisure.
- e. To pursue and implement, on the bases of independence and cooperation, ways and means to supplement library facilities and services beyond those to which the institution is traditionally entitled in the publics' behalf.
- f. To institute fund-raising projects and activities for the services not provided for by the Town of Sturbridge or the Commonwealth of Massachusetts.

ARTICLE III: Membership

Section 1: Classes

Dues for membership year shall be established at each annual meeting for the following year

Classes shall consist of the following:

- Seniors (over 65)
- Friend
- Family
- Sponsor
- Patron
- Benefactor
- Life Member

Dues increases shall be proposed to the membership 30 days prior to the annual meeting and approved by two-thirds of the voting members present.

Section 2: **Membership Year**

The membership year shall be the calendar year. Members joining during the membership year shall be credited only for the months remaining in that year. Any dues collected in December shall be applied to the upcoming year membership.

Section 3: **Voting**

Each member, shall have one vote. Issues requiring a vote to be taken at an annual meeting shall require a simple majority of voting members present to pass. Voice votes are acceptable unless a show-of-hands is requested by a voting member.

Section 4: **Meetings**

The annual meeting for the membership shall be held in October of each year. Members shall be reminded of the Annual Meeting in writing 30 days prior to the meeting. Intervening meetings may be called with 14 days notice to all members. Executive Board Members shall be notified by telephone of such extraordinary meetings.

Section 5: **Quorum**

A quorum for meetings shall be determined by membership attendance at annual meeting.

ARTICLE IV: **Governance**

Section 1: **Officers and Elections**

- a: Candidates must be voting members. Officers shall be nominated each year by a nominating committee of three, appointed by the President from the voting membership. Prior to the annual meeting, the nominating committee shall present to the Executive Board a slate of candidates for each office.

The names of the candidates and the offices for which they are nominated shall be posted. At the annual meeting, nominations from the floor shall be accepted. Voting shall take place and the results announced at the annual meeting.

- b: The following positions establish the voting membership of the elected Executive Board

President: The President shall preside at all regular meetings of the Executive Board and the membership unless another officer is specifically designated. The President votes only in case of a tie vote. The President shall represent the Friends at Library Trustees meetings when called upon by the trustees to do so.

Vice-President: The Vice-President shall conduct meetings at the request of the President, or in the President's absence.

Treasurer: The Treasurer shall be responsible for maintaining appropriate bank accounts and financial records for the organization. The Treasurer shall prepare financial statements for the Executive Board and arrange for an annual compilation of accounts. The annual compilation of accounts may be prepared by a committee of 3 appointed the President or by an external financial service.

Clerk: The Clerk shall take notes at all meetings; maintain organizational files and documents; handle all incoming and outgoing correspondence; keep the calendar of meetings, and write and distribute all press releases or other public announcements.

Section 2 **Executive Board**

The Executive Board shall consist of the following officers and others:

President
Vice-President
Treasurer
Clerk
Chair of the Library Board of Trustees (non-voting)
Library Director (non-voting)
Chairs or Coordinators of any standing committees (as defined by the Executive Board)

Section 3: **Committees**

The President, in consultation with the Executive Board, shall create committees or position coordinators as needed. The President shall appoint committee chairs or coordinators. Committee budgets must be submitted to the Executive Board. Standing committee and/or coordinators are listed in the addendum.

ARTICLE V: **Amendment to the by-laws**

By-law changes shall be voted upon at the annual meeting. Amendments shall be proposed at least two months prior to the annual meeting. Copies of proposed changes shall be posted no less than 15 days prior to the annual meeting. Voting changes shall take place at the annual meeting.

ARTICLE VI: **Parliamentary procedure**

In questions of procedure, Roberts Rules of Order shall apply when not in conflict with these by-laws.

ARTICLE VII: **Non profit status**

The Friends of the Joshua Hyde Library is a nonprofit charitable organization described in Section 501 (c)(3) and exempt from taxation under Section 501 (a) of the Internal Revenue Code. The organization that is to be supported is the Joshua Hyde Public Library, an agency of the Town of Sturbridge, Massachusetts.

ARTICLE VIII: Termination:

In the event of the dissolution of The Friends of the Joshua Hyde Library, all assets, after expenses, should go to the Joshua Hyde Public Library, an agency of the Town of Sturbridge, Massachusetts.

By-Law amended: September 18, 2014

Prior By-Law: September 20, 1994

Addendum:

Standing committees and Chairs
Technology Coordinator
Newsletter Coordinator
Book sale Coordinator (2)
Membership Coordinator